

NC - XI, PART II  
POLICE DEPARTMENT (PD) (056)  
DEPARTMENT OF HEALTH AND  
MENTAL HYGIENE (HMH) (816)  
OFFICE OF CHIEF MEDICAL EXAMINER (OCME)

CODE NO. 21849

## CRIMINALIST

### General Statement of Duties and Responsibilities

This class of positions encompasses training for and performance of professional and/or supervisory work of varying degrees of complexity and responsibility in the areas of criminalistics and forensic science involved in collecting evidence, processing and/or reconstructing crime scenes, and in performing scientific testing and analyses of unknown substances and evidentiary material required in scientific criminal and civil investigations and in autopsies. All work is performed in accordance with Federal and State accreditation requirements and departmental procedures, manuals and guidelines. There are four assignment levels within this class of positions. All personnel perform related work.

### Assignment Level I - A

Under close supervision, receives intensive training in the criminalist and forensic work described below. As part of this training, assists in performing the tasks described under Assignment I-B below, as well as performing the most routine tasks.

### Assignment Level I - B

Under direct supervision, assists and receives training in collection of evidence on site, and in performing scientific laboratory analyses and testing of evidentiary material, as required in scientific criminal investigations.

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CRIMINALIST (continued)

Assignment Level I - B (continued)

Examples of Typical Tasks

Assists in the scientific analysis of evidentiary material such as hairs, fibers, body fluids and other biological evidence, gunshot residue, gunshot pattern, accelerants, blood alcohol, questioned documents and controlled substance and drug identification, soil, metals, toolmarks, explosives, imprints, impressions, plastics, paints, glass, fingerprint development/comparison, fire debris analysis and other types of trace and forensic evidence analyses/comparisons.

Under the direction of an experienced Criminalist, performs chemical, physical, microscopic, instrumental and quantitative methods of analysis of physical evidence and controlled substances.

Assists an experienced Criminalist in conducting on-site collection and preservation of evidence at crime scenes.

Receives comprehensive training and instruction in the various techniques used in the collection, preservation, handling and receipt of evidentiary material; attends and participates in staff meetings, conferences, and other training and development activities.

Is trained in routine repairs and preventive maintenance and calibration of laboratory equipment and analytical instruments.

Researches and is trained in proper laboratory standards and quality control procedures.

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CRIMINALIST (continued)

Assignment Level I - B (continued)

Examples of Typical Tasks (continued)

Reviews books, journals and technical manuals; assembles data and prepares preliminary reports.

Assignment Level II

Under general supervision, performs professional and responsible work in the collection of evidence on site and in performing chemical, biological, and physical laboratory analyses and testing of evidentiary material as described under Assignment Level I-B. In addition, performs tasks such as the following:

Examples of Typical Tasks

Performs scientific analyses of evidentiary material such as hairs, fibers, body fluids and other biological evidence, gunshot residue, gunshot pattern, accelerants, blood alcohol, questioned documents and controlled substance and drug identification, soil, metals, toolmarks, explosives, imprints, impressions, plastics, paints, glass, fingerprint development/comparison, fire debris analysis, and other types of trace and forensic evidence analyses/comparison.

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CRIMINALIST (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

Performs qualitative, quantitative and physical analyses involving chemical, microscopic comparison, macro and microphotography, digital imaging chromatography, spectroscopy, spectrometry, spectrophotometry electrophoresis, capillary electrophoresis, PCR, RFLP, computer and statistical analysis, and similar and related techniques.

Examines crime scenes and conducts on-scene collection and preservation of evidence; handles materials and samples before and after analysis in order to maintain them for chain of custody and evidence control procedures.

Participates in crime scene reconstructions using on-scene and off-scene bloodstain spatter pattern analysis, gunshot trajectory analysis, gunshot residue analysis, pattern imprint and impression analysis, evaluation of other scientific examinations, consultation with medical examiners, and consultation with investigators and prosecutors.

Provides guidance and assists in training of less experienced Criminalists.

Performs routine repairs and preventive maintenance and calibration of laboratory equipment and analytical instruments; ensures maintenance of proper supplies, equipment, solutions, reagents, controls and standards.

Implements and monitors laboratory health and safety policies and procedures.

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CRIMINALIST (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

Researches technical journals, textbooks, chemical manuals and other source materials to determine the best methods of performing analytical testing and to remain abreast of scientific trends.

Performs quality control and quality audit related tasks including competency testing and internal and external and/or blind proficiency tests; assists in the review, preparation and evaluation of proficiency tests; engages in administrative, technical and peer review of casework.

Prepares, reviews and evaluates procedures, manuals, protocols and other related documents.

Participates in research programs in order to evaluate and assess new methods and procedures of scientific investigation.

Prepares notes, charts, graphs, sketches, photographs and comprehensive reports of laboratory examination results, findings and interpretations, and maintains records of all analytical tests and reports.

Testifies in legal proceedings as an expert witness concerning findings as established by the laboratory analyses.

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CRIMINALIST (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

Assists in presenting results of scientific analyses and in educating investigators, legal professionals, medical examiners, and others officially requesting interpretations and implications of results for specific ongoing investigations and for pre-testimony preparation.

Assignment Level III

Under direction, in addition to performing duties described under Assignment Level II, performs professional and complex work in the collection of evidence on site and in chemical, biological, and physical laboratory analyses and testing of evidentiary material. May supervise, evaluate and train less experienced Criminalists. May review and evaluate laboratory activities, methods and procedures.

Examples of Typical Tasks

Collects and/or supervises the collection of evidence on site and performs and/or supervises a wide range of complex scientific analyses of evidentiary material and specimens.

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CRIMINALIST (continued)

Assignment Level III (continued)

Examples of Typical Tasks (continued)

Ensures routine repairs and preventive maintenance of laboratory equipment and/or calibrates analytical instruments; analyzes, develops and makes recommendations essential to maintaining laboratory standards and quality control procedures; participates in the quality assurance and quality control program within the laboratory.

Assists in developing, validating and implementing new laboratory methods and procedures for improving trace evidence and forensic analyses/comparisons.

Evaluates and recommends modifications of existing testing procedures in order to meet specified requirements of a particular scientific laboratory investigation.

Attends court proceedings to evaluate testimony of less experienced Criminalists.

In the temporary absence of a supervisor, may perform duties of that position.

Assignment Level IV

Under general direction, in addition to performing duties of Assignment Levels II and III, performs highly professional and very complex work in collection of evidence on site and in chemical, biological, and physical laboratory analyses and testing of evidentiary material. Supervises other Criminalists and laboratory personnel.

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CRIMINALIST (continued)

Assignment Level IV (continued)

Examples of Typical Tasks

Supervises a group of Criminalists involved in evidence collection on site and in complex scientific analyses of evidentiary material and specimens.

Schedules, assigns, reviews and evaluates the work of subordinate personnel engaged in chemical, biological and physical laboratory tests and analyses; plans, schedules and conducts training of subordinate Criminalists in new methods and techniques regarding evidence collection, preservation and analysis, and in crime scene reconstruction analysis.

Reviews subordinates' laboratory reports ensuring quality assurance and quality control standards in accordance with official guidelines; implements and maintains the quality assurance and quality control programs within the laboratory; oversees the maintenance of laboratory equipment and/or calibrates analytical instruments.

Supervises, oversees and conducts the scientific investigation of crime scenes, crime scene processing and reconstruction.

Conducts advanced research regarding new methods, procedures, and techniques of laboratory analysis and scientific criminal investigation; analyzes, develops, and makes recommendations regarding laboratory equipment, supplies, policies, standards, and new laboratory procedures and techniques.



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CRIMINALIST (continued)

Assignment Level IV (continued)

Examples of Typical Tasks (continued)

Acts as liaison with other agency units, other governmental agencies, investigators, and outside representatives regarding laboratory results and reports.

Monitors technical developments and trends in the forensic science field.

Attends court proceedings to evaluate testimony of subordinates; serves as scientific representative and testifies in court as a qualified expert witness.

Qualification Requirements - For All Assignment Levels

A baccalaureate degree from an accredited college, with specialization in criminalistics, forensic science, chemistry, biology, physics, molecular genetics, genetics, biochemistry, molecular biology, entomology, anthropology, ecology or a closely related scientific or engineering field.

For Assignment to Assignment Level I-B

In addition to meeting the "Qualification Requirements For All Assignment Levels" above, to be assigned to Assignment Level I-B individuals must have at least one year of satisfactory full-time experience in criminalistics, forensic science or analytic chemistry, or a satisfactory equivalent combination of education and experience.

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Qualification Requirements (continued)

For Assignment to Assignment Level I - B (continued)

After one year of satisfactory service at Level I-A incumbents will be automatically assigned to Level I-B.

Qualifying Substitutions

Education may be substituted for qualifying experience on the following basis:

EDUCATION

EQUIVALENT  
QUALIFYING EXPERIENCE

An approved internship in criminalistics or forensic science	1 year
Eighteen master's degree level credits in one of the specialization areas described above	1 year
A master's degree in one of the specialization areas described above	2 years
A doctorate degree (Ph.D.) in one of the specialization areas described above	3 years

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Qualification Requirements (continued)

For Assignment to Assignment Level II

In addition to meeting the "Qualification Requirements" above, to be assigned to Assignment Level II, individuals must have one of the following:

1. One year of experience gained as a Criminalist at Assignment Level I-B; or
2. One additional year of qualifying experience in criminalistics or forensic science, for a total of two years of such experience; or
3. A satisfactory combination of education and experience totalling two years of experience as described above.

For Assignment to Assignment Level III

In addition to meeting the "Qualification Requirements" for Assignment Level I-B above, to be assigned to Assignment Level III, individuals must have one of the following:

1. Two years of experience gained as a Criminalist at Assignment Level I-B and/or II; or

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CRIMINALIST (continued)

Qualification Requirements (continued)

For Assignment to Assignment Level III (continued)

2. Two additional years of qualifying experience in criminalistics or forensic science, for a total of three years of such experience; or
3. A satisfactory combination of education and experience totalling three years of experience as described above.

For Assignment to Assignment Level IV

In addition to meeting the "Qualification Requirements" for Assignment Level I-B above, to be assigned to Assignment Level IV, individuals must have one of the following:

1. Three years of experience gained as a Criminalist at Assignment Level I-B, II, and /or III; or
2. Three additional years of experience in criminalistics or forensic science, for a total of four years of such experience; or
3. A satisfactory combination of education and experience totalling four years of experience, as described above.

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TERMS AND CONDITIONS OF EMPLOYMENT

1. Appointments to this position are subject to a one-year probationary period.
2. Employees may be required to successfully complete additional specified educational or certification requirements to retain their positions. These requirements will be set forth in writing at the time of appointment.
3. Prior to commencement of employment, the City may require that the candidate sign a forgivable loan agreement, agreeing to remain employed in the position for a specified period of time and obtain certification. If the employee fails to fulfill the employment commitment, the agreement will require that the employee reimburse the City for the cost of training. The requirements of this forgivable loan agreement will be set forth in writing at the time of appointment.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.