

FORENSIC LAB MANAGER

NATURE OF WORK

This is supervisory and administrative work directing and coordinating the operations of the Forensic Lab of the Police Department. This is a civilian position.

Work involves directing and supervising the activities of the Forensic Lab; examining and comparing questioned documents; analyzing, classifying and filing, and identifying fingerprints; operating the NAFIS computer system; writing reports on identifications; preparing and giving expert witness testimony; and maintaining the Digital Evidence System and evidence files and records. General supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and effectiveness of services provided. Supervision is exercised over subordinate personnel assigned to the Forensic Unit.

EXAMPLES OF WORK PERFORMED

Oversees examinations and comparisons of handwriting, typing, ink, papers, indentions and photocopies; utilizes specialized scientific equipment including microscope, ultra violet, infrared and specialized photographic filters and films, Alternative Light Source (ALS) and Visual Spectral Comparator (VSC-4); reviews current literature; writes opinions; prepares enlarged photographic charts.

Obtains inked fingerprints from both living and deceased individuals; obtains latent fingerprints from a variety of surfaces; determines the proper method to use to obtain fingerprints; utilizes various chemicals, powders and photographic techniques to develop latent fingerprints; classifies and searches fingerprints according to recognized identification standards; trains recruits and employees on proper methods for development and lifting of latent fingerprints; compares fingerprints for identification of individuals; operates the NAFIS computer system for ten print entry, latent print entry, and comparison and identification of "hits" from these entries; writes reports on identifications; may testify in court as an expert witness.

Takes digital photographs, using various technologies, of latent fingerprints developed on evidence, questioned documents, individuals, crime scenes and accidents; takes still photos from videotapes.

Prepares and gives testimony as an expert witness by maintaining credentials in both fingerprints and/or documents; by writing opinions and building charts which demonstrate these opinions in questioned documents, as well as writing reports and building charts which demonstrate the points of comparison used to identify fingerprints.

Operates and maintains the Digital Evidence System; orders supplies and equipment needed to maintain and upgrade the system.

Instructs and trains Police Officers, as a Certified Instructor, in the proper procedures,

methods and techniques used to obtain latent fingerprints.

Participates in regular performance testing from an independent testing laboratory, which monitors and certifies laboratories in both fingerprinting and/or questioned document examinations.

Operates NAFIS Livescan Unit for processing fingerprints.

Instructs laboratory personnel in the use of photographic and editing equipment for digital video and photographs.

Directs, supervises and reviews the work-product of volunteers, trainees and subordinates; prepares monthly, quarterly and annual reports; researches and orders equipment for the Lab; prepares unit budget; evaluates subordinates and compiles yearly work load analysis.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of modern principles and practices of law enforcement.

Considerable knowledge of the departmental rules and regulations, and Federal and State laws, with particular reference to document examination and fingerprints.

Knowledge of court procedures.

Ability to analyze and compare various types of documents.

Ability to operate complex scientific document testing equipment.

Ability to operate complex computer equipment used for the Nebraska Automated Fingerprint Identification System (NAFIS) for print identification.

Ability to obtain and process ink and latent fingerprints.

Ability to take photographs and operate complex digital equipment.

Ability to present testimony as an expert witness in a clear and concise manner and to maintain composure in a courtroom setting.

Ability to establish and maintain effective working relationships with law enforcement officials, co-workers and the general public.

Ability to use digital editing tools for processing and obtaining digital evidence.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a four-year college or university with major course work in criminal justice, the natural sciences or related field and thorough experience in document examination and/or fingerprinting in a law enforcement agency or criminology laboratory.

MINIMUM QUALIFICATIONS

Graduation from a four-year college or university with major course work in criminal justice, the natural sciences or related field and considerable experience in document examination and/or fingerprinting in a law enforcement agency or criminology laboratory; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Maintains credentials to be court qualified as an expert witness for questioned documents and/or fingerprint testimony.

Approved by: _____
Department Head

Personnel Director

08/08

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