IDENTIFICATION LAB SPECIALIST

NATURE OF WORK

This is complex technical work obtaining and examining a variety of evidence in the operation of the <u>Forensic</u> Identification Unit of the Police Department. This is a civilian position.

Work involves examining and comparing questioned documents; analyzing, classifying and filing, and identifying fingerprints; processing evidence for latent prints and DNA; operating the NAFIS_<u>Nebraska AFIS and Federal NGI</u> computer systems; writing reports on <u>latent print</u> identifications <u>and</u> <u>other forensic processes</u>; preparing and giving expert witness testimony; and maintaining the Digital Imaging System and evidence files and records. General supervision is received from the Identification Lab Manager with work being reviewed in the form of reports, conferences and effectiveness of services provided. Supervision is exercised over volunteer employees assigned to the Identification Unit.

EXAMPLES OF WORK PERFORMED

Makes 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, Electro Static Device Apparatus (ESDA) and Visual Spectral-Comparator (VSC 1); reviews current literature; writes opinions; prepares enlarged photographic charts; testifies in courts as an expert witness.

Obtains <u>inked_legible</u> fingerprints <u>and palm prints</u> from both living and deceased individuals; <u>using ink, powder or the departments LIVESCAN system.</u>

<u>oO</u>btains latent fingerprints from a variety of surfaces; determines the <u>proper most appropriate</u> method to <u>use to obtain visualize and capture latent</u> fingerprints <u>on evidence</u>; utilizinges various chemicals, powders and photographic techniques to develop latent fingerprints.

Evaluates, 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 <u>NAFIS Nebraska AFIS and FBI's</u> <u>NGI</u> computer systems for <u>both</u> ten print <u>card</u> entry, <u>and</u> latent print entry, and <u>performs</u> comparisons <u>and</u> <u>identification of "hits"</u> from <u>suspect candidate lists received from</u> these entries. ; writes reports on <u>identifications; testifies in court as an expert witness.</u>

Takes and develops photographs, using various filters and films, 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 latent fingerprints and documentsother forensic disciplines as needed, such as DNA, Questioned Document Analysis, Shoeprint Comparison, and Video Analysis; by writing concise and detailed reports including opinions and building creating court charts which demonstrate these opinions; keep up to date on current OSAC federal standards relating to evidence by reviewing current literature. in questioned documents, aswell as writing reports and building charts which demonstrate the points of comparison used to identifyfingerprints.

Operates and maintains the <u>DataWorks</u> Digital Imaging System (mug shot system); orders supplies and equipment needed to maintain and upgrade the system.

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Instructs and trains Police Officers, <u>recruits</u>, <u>jail staff and other groups</u> as a Certified Instructor, in the proper procedures, methods and techniques used to <u>obtain locate and recover</u> latent fingerprints <u>from</u> <u>crime scenes</u>, <u>and obtain legible fingerprint ten-print cards from suspects</u>.

Participates in <u>blind proficiency</u> testing completed by Collaborative Testing Service, an independent testing laboratory, that monitors and certifies laboratories in <u>latent prints and other forensic</u> <u>disciplines</u>. <u>both fingerprinting and questioned documents examinations</u>.

Instructs laboratory personnel in the use of photographic equipment, in the development of photographs, and in the proper use of hazardous chemicals, enlargement techniques, films and papers.

Orders, stores and uses hazardous chemicals <u>appropriately and safely for in</u> the processing of evidence. and in the photo lab.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of modern principles and practices of law enforcement.

Considerable knowledge of departmental rules and regulations, and Federal and State laws, with particular reference to document examination and latent fingerprints and other types of forensic evidence.

Knowledge of the Henry, NCIC, AFIS and NGI fingerprint classification systems.

Knowledge of court procedures and rules of evidence.

Knowledge of forensic disciplines and how they may relate to latent print evidence, such as DNA, questioned document analysis, shoeprint comparison, video analysis and serial number restoration.

Knowledge and experience in photography, including the use of various filters and a working knowledge of digital photography software (Adobe Photoshop, GIMP, etc).

Knowledge of the fundamental principles of the fingerprint science and the ability to process evidence for latent prints and identify latent prints using the ACE-V methodology.

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), the Federal NGI fingerprint system for print identification.

Ability to obtain and process ink and latent fingerprints.quality finger, palm and footprints and operate the LIVESCAN fingerprint computer.

Ability to take photographs and operate <u>complex developing equipment the mug-shot computer</u> <u>system</u>.

Ability to learn and operate complex evidence processing equipment including digital cameras

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and accompanying computer software, Reflective Ultra Violet Imaging System (RUVIS), Alternative Light Source (ALS), Cyanoacrylate Fuming Chamber, Arrow-flow Heat and Humidity Chambers, Electro-Static Device Apparatus (ESDA), Electro-Static Dust Lifter (ESDL, and Visual Spectral Comparator (VSC-1).

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 document work performed using LPD proprietary software, Microsoft Word, Excel and Power-Point.

Skill in the use of hazardous chemicals.

DESIRABLE TRAINING AND EXPERIENCE

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

MINIMUM QUALIFICATIONS

Associate Degree from an accredited college or university Graduation from a senior high schoolor equivalent supplemented by college level coursework with major coursework in forensic science, criminal justice, the natural sciences or related field. and two years of experience in documentexamination and fingerprinting identification in a law enforcement agency or criminology laboratory; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Maintains credentials to be court qualified as an expert witness for questioned documents.

Maintains credentials to be court qualified as an expert witness for fingerprint testimony.

Must not have any felony convictions; nor any misdemeanor convictions involving perjury or false statements.

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CONTROL SYSTEM SUPPORT SPECIALIST

NATURE OF WORK

This is advanced, highly technical work performing a broad range of activities including computer programming, database management and SCADA system design, configuration and maintenance.

Work involves responsibility for the design and implementation of complex process control software and hardware systems used in the support of water production, treatment, transmission and distribution system operations. Work also includes administration of management information systems to provide data for operational/management planning. Work requires analysis of existing and proposed plant processes to determine process algorithms, develop control strategies and evaluate system hardware requirements. Confers with plant staff, management, consultants, vendors and contractors to determine specific needs and control solutions. <u>Collection, computation, and analysis of large volumes of data is required</u>. Work may include project management and contract administration responsibilities. Work requires an understanding of water system processes and engineering principles, and the implementation of control system software strategies for plant process control. Supervision is received from an administrative superior with work being reviewed through conferences, reports and results achieved.

EXAMPLES OF WORK PERFORMED

Manages the SCADA database through point generation and data entry; plans, creates, modifies, troubleshoots and deletes software control strategies to manage plant processes; writes new and edits existing PLC ladder logic software; plans, creates, modifies and deletes control system process graphics, configures control point parameters; manages <u>Windows Server 2012</u>, <u>Windows 10</u>, <u>Windows NT, 98, 2000</u> operating system for proper control system operation.

Ensures scheduled generation of daily, weekly and monthly operation reports; <u>collects</u>, <u>categorizes and analyzes routine and complex data from a variety of sources</u>; <u>writes</u>, <u>edits</u>, <u>and executes</u> <u>SQL server database queries</u>; <u>creates</u>, <u>edits and troubleshoots Hach Water Information Management</u> <u>Solution reports and Excel spreadsheets</u>; verifies operational report content data accuracy and acceptability; <u>edits and troubleshoots Lotus spreadsheets</u>; reviews existing and identifies new MIS requirements with management.

<u>Troubleshoots SCADA network connection and communication problems;</u> Pperforms software diagnostics with <u>Windows Server 2012</u>, <u>Windows 10</u> Windows NT, 98, 2000 operating system; performs hardware and software maintenance to CPU='s, network hardware, servers, workstations, printers, I/O devices, Programmable Logic Controllers and data radio equipment; performs software backup and recovery functions; consults with control system vendors regarding specialized system diagnostic tasks; debugs software to optimize process control strategy performance.

Consults with operations, maintenance, management staff, consulting engineers and system vendors to determine existing/future SCADA system needs and implementation of system solutions; assists with development of annual capital improvement and capital outlay budget; coordinates operational and maintenance activities with plant staff; coordinates data management with administrative LAN personnel; creates and deletes SCADA system user accounts; assigns appropriate level of access rights to system users; provides training and technical assistance for system users.

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Ensures timely renewal of SCADA software support and maintenance contracts to maintain continuous software support of SCADA system; contacts software distributors and software companies to obtain new contracts and insurance certificates required by City; reviews and participates in modification of contract terms and conditions with City Law Department.

Prepares technical reports for the evaluation of water system operations.

<u>Performs data analysis including data trending, data summaries and charting of findings for</u> reporting to co-workers, administration, and consulting engineers.

Transfers relevant data from SCADA system to administrative LAN system; maintains reports.

Makes updates to existing drawings and blueprints.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of all relevant system software applications <u>and computer programming</u> <u>languages</u> pertaining to control system operation and maintenance.

Considerable knowledge of distributed control system computer hardware architecture, manmachine interfaces, radio and hardwired data networks and support systems.

Considerable knowledge of principals, methods and techniques of control system strategy development, application and debugging.

Ability to perform mathematical calculations and interpretations of data.

Knowledge of all machine operating systems for the hardware platform used (i.e. <u>Windows</u> <u>Server 2012, Windows 10</u> <u>Windows NT, 98, 2000</u>).

Some knowledge of water production, treatment and distribution physical processes.

Some knowledge of plant engineering fundamentals.

Ability to analyze problems or objectives and implement solutions.

Ability to coordinate personnel for plant system testing and problem resolution.

Ability to use technical manuals, and other documentation/resources relating to software applications, hardware configuration and plant equipment operation.

Ability to exhibit independent judgment and initiative in analyzing system problems and making sound recommendations and/or implementing solutions.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, contractors and consultants.

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DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by vocational or college level coursework in computer programming, industrial electronic or engineering and considerable experience in water, wastewater or electrical plant operations or process control systems.

MINIMUM QUALIFICATIONS

Associate's Degree with major coursework in electronics, computer science or related field Graduation from a senior high school or equivalent supplemented by vocational or college level coursework in computer programming and two years of experience in water, wastewater or electrical plant operations or process control systems; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver=s license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

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