

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Crime Scene Analyst</b>	<b>Class Code:</b>	<b>46535</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>H</b>
<b>Supplemental/Code:</b>	<b>Technical/3</b>	<b>Established:</b>	<b>06/08/05</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>	<b>Revised:</b>	<b>01/01/09</b>

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**Position Purpose:**

Collects, preserves, processes and/or handles evidence at/from crime scene to assist sworn officers in apprehension and prosecution of crimes.

**Essential Functions:**

1. Searches for, collects, and preserves physical evidence of crime scenes; interviews victims and witnesses; takes casts and impressions.
2. Prepares advanced forensic graphics, photographs, diagrams, charts, sketches, drawings and fingerprint photographs to document crime scenes, give court presentations, develops investigative tools and training aids ensuring accuracy and completeness.
3. Collects, preserves and safely packages evidence; transports evidence/property to storage location, crime lab, and/or criminal court for trial; prepares bio-hazardous evidence for storage and/or processing.
4. Recovers, unloads and impounds firearms, ensures adherence to standard safety procedures, performs gun shot residue swabbing; and does bucal swabbing.
5. Evaluates a crime scene utilizing disciplines related to crime scene investigation.
6. Testifies in court as expert witness on crime scene evidence.
7. Performs latent fingerprint searches. Locates, develops, or enhances latent prints using physical, chemical, optical and/or other techniques to recover, preserve, analyze and interpret latent impressions, and submits fingerprint comparisons to make positive identification to determine identity.
8. Regular, reliable and punctual attendance is an essential function of the job.

**Knowledge, Skills and Abilities Required to Perform Work:**

Knowledge of techniques associated with collecting crime evidence, preservation of physical evidence, and record keeping systems .

Knowledge of safety regulations applicable to the handling of body fluids and hazardous materials.

Knowledge of basic photographic principles.

Knowledge of fingerprint classification(s), coding techniques and related equipment.

Skill in giving expert court testimony.

Skill in preparation of precise and comprehensive crime reports, charts, diagrams and graphics.

Skill and advanced expertise in performing all phases of latent fingerprint identification and photographic documentation.

Skill in developing and drawing effective visual presentations of data from narrative descriptions, field measurements, etc.

Ability to effectively communicate both verbally and in writing with all levels of employees, public, victims, and witnesses .

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to coordinate collection, preservation, and identification of physical evidence from crime scenes.

Ability to lift up to 50 pounds.

Ability to operate a variety of equipment including but not limited to cameras, laser print finder, personal computer, and two-way radio.

Ability to maintain effective audio-visual discrimination and perception needed for making observations.

Ability to analyze written and numerical data and draw logical conclusions.

Ability to enter latent finger prints in A.F.I.S. and operate the associated software.

**Working Conditions**

Depending on the location of crime scenes, work may be performed indoors or outdoors in varying weather temperatures and conditions and in confined spaces.

Work involves exposure to human body fluids; exposure to hazardous chemicals and exposure to inclement weather conditions.

Requires carrying, stooping, lifting, etc.

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The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.