City of Dallas
Classification Specification

Title:	**Crime Scene Analyst Trainer**	**Class Code:**	**46539**
Application:	**Career Series**	**Pay Grade:**	**J**
Supplemental/Code:	**Professional/2**	**Established:**	**10/01/07**
FLSA Status:	**Exempt**	**Revised:**	**01/01/09**

Position Purpose:
Establish and instruct standardized principles, practices and procedures in the documentation, collection, preservation, processing of evidence at crime scenes.

Essential Functions:

1. Conducts research and evaluates various scientific materials; develops lesson plans for TCLEOSE courses; designs presentations for each forensic course of instruction; maintains training records and associated reports to the state; completes special projects as assigned by Section Commander; updates SOP and other manuals as needed; and maintains IAI certification for latent print examination.

2. Develops and updates divisional training manuals addressing: standard safety procedures; court appearances and testimony as expert witness; recovery, unloading and impounding of firearms and firearm safety related to crime scene processing; evidence and property relating to storage, crime lab, and use in criminal court; bio-hazardous evidence; developing, analyzing and interpreting latent prints for making identifications; using chemicals in processing evidence; photographic techniques and procedures; graphics and diagrams; latent print processing techniques.

3. Instructs analysts in all phases of new and proper techniques for processing crime scene investigations: search, collection, and preservation of physical evidence at crime scenes; interviewing of officers, victims and witnesses; proper techniques for latent fingerprint searches using powder or chemicals; photography, forensic graphics, diagrams, charts and drawings of crime scenes for court presentations; correct techniques for casts and impressions, and the proper swabbing for gun shot residue and does bucal swabbing.

4. Serves as Field Training and Evaluation Program (FTEP) Coordinator; evaluates sworn & non-sworn trainee progress as documented by FTOs; maintains files and records relating to trainees; develops, updates, and administers quarterly and bi-annual proficiency tests; develops, maintains and administers evaluation of Crime Scene Response Section (CSRS) visual/memory organization evaluation for crime scene applicants; serves on FTO selection board.

5. Prepare related reports and documentation to division commander, as needed, ensuring accuracy and completeness of the training needs of the division and the personnel. Maintain division training records on all employees to ensure training is current.

6. Keeps all equipment in working order and responds to requests for crime scene processing when needed; may assist as an FTO when other FTOs are unavailable due to court, or exceptional days off.

7. Maintains proficiency in web administration; create/update pages on official DPD website.

8. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:
Indepth knowledge of techniques associated with collecting crime evidence and preservation of physical evidence.

Comprehensive knowledge of principles, practices, and procedures in the identification and/or crime scene functions.

Knowledge of safety regulations applicable to the handling of body fluids and hazardous materials; photographic; fingerprint classification(s), coding techniques and related equipment.

Knowledge of developing/drawing effective visual presentations of data from narrative descriptions, field measurements, etc.

Skilled in expert court testimony; preparing comprehensive crime reports, charts, diagrams and graphics. Knowledge of all phases of latent fingerprint identification and photographic documentation

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 teach the entry and operation of a variety of equipment to others including but not limited to cameras, laser print finder, personal computer, and two-way radio.

Valid Class C State of Texas License.

Certification by International Association for Identification.

Working Conditions

May require ability to lift up to 50 pounds.

Must work flexible schedule including weekends, holidays and overtime.

May involve exposure to human body fluids; exposure to hazardous chemicals and exposure to inclement weather conditions.

May require carrying, stooping, lifting, etc.

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.