

CRIMINALIST, 2234
SUPERVISING CRIMINALIST, 2235

Summary of Duties: Searches for, collects, and preserves physical evidence in the investigation of crime and suspected criminals; examines evidence by means of physical and chemical analyses; gives expert testimony in court; and may assign, review and evaluate the work of Criminalists engaged in above work; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: Under the general supervision of the Supervising Criminalist, a Criminalist is trained in and performs technical and scientific work in obtaining physical evidence of a crime which is subject to laboratory analysis and identification and in making such analyses in a crime laboratory or supervises a section engaged in such work. A Criminalist also testifies in court as an expert witness.

Although a person appointed to Criminalist has a general knowledge of chemistry, biological sciences, or criminalistics, the employee must learn the specific knowledges, methods, and techniques used by the Police Department through on-the-job training.

A journey-level Criminalist normally receives assignments in terms of desired objectives, with the choice of validated methods and procedures left to the discretion of the analyst. Review is through the results obtained and the quality of testimony in court. A journey-level Criminalist is responsible for knowing the potentialities and limitations of laboratory analysis and scientific identification of evidence. A journey-level Criminalist may handle many of the more complex and difficult analytical samples submitted to the unit. An employee at this level has more extensive and wide-spread expertise as indicated by his/her ability to qualify as an expert witness in various fields of criminalistics. In the absence of a Supervising Criminalist, an experienced journey-level Criminalist may be required to assume some of the duties of the Supervising Criminalist.

A Supervising Criminalist is responsible for the administration of a unit or units within the Criminalistics Laboratory. A Supervising Criminalist directs the work of laboratory personnel while personally performing some of the more difficult assignments. Supervision exercised involves both the technical methods used and evaluation of results. An incumbent in the class of Supervising Criminalist, as a bona fide supervisor, is responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval

of time-off requests.

Examples of Duties:

Criminalist:

- * Makes physical, chemical, microscopic, and instrumental examinations in the identification and comparison of evidence so as to connect that evidence with the perpetrator of a crime;
- * Analyzes materials such as hair, skin, blood, poisons, narcotics, debris, paint, glass, ink, paper, fabrics, bullets, shells, firearms, and other substances, materials, and objects which may constitute physical evidence;
- * Documents, collects, and preserves physical evidence from crime scenes;
- * Prepares written reports of analysis;
- * Presents analytical results in court;
- * Consults with police officers, detectives, photographers, latent fingerprint examiners, private experts, criminalists, attorneys, and others on the solution of crimes which involve analysis, identification and comparison of physical evidence;
- * Gives forensic training to other Departmental personnel;
- * Occasionally performs analysis on more difficult forensic samples on a routine basis;
- * Develops new analytical techniques;
- * In the absence of a Supervising Criminalist, supervises the day-to-day operation of a laboratory unit.

Supervising Criminalist:

- * Supervises, trains, assigns, and participates in the work of evidence examination and analysis;
- * Prepares and reviews administrative, statistical, and investigative reports, studies and surveys;
- * Teaches material on examination of evidence at Police Department training schools;
- * Communicates equal employment/affirmative action information to employees;
- * Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
- * Assists employees in preparing for promotion as described in the City's Affirmative Action Program.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

Both Classes :

A good knowledge of:

- * Chemistry and physics as applied to the investigation of evidence;
- * Rules of evidence.

A working knowledge of:

- * Biology, biochemistry, physiology, bacteriology, toxicology, mineralogy, spectroscopy, and microscopy as applied to the analysis, comparison, and identification of physical

evidence;

- * Instrument analysis.

The ability to:

- * Operate various types of microscopes, ultraviolet, visible, and infrared spectrophotometers, gas, and liquid chromatographs, x-ray fluorescence and diffraction spectrometers, and other standard laboratory equipment;
- * Speak clearly as an expert witness.

Supervising Criminalist : In addition to the above:

A good knowledge of:

- * Supervisory principles and practices including: planning, delegating and controlling the work of subordinates.
- * Techniques of training, instructing and evaluation of subordinate work performance;
- * Procedures for grievance handling;
- * Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program.

A working knowledge of:

- * Memoranda of understanding as they apply to subordinate personnel.

A general knowledge of:

- * City personnel rules, policies and procedures.

The ability to:

- * Analyze situations and adopt effective courses of action;
- * Perform and direct laboratory research;
- * Establish and maintain a work environment to enhance both employee morale and productivity;
- * Apply sound supervisory principles and techniques;
- * Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

Minimum Requirements:

Criminalist:

1. Graduation from a recognized four-year college or university with a major in a physical or natural science and
2. Successful completion of 8 semester units or 12 quarter units in general chemistry and 3 units or 4 quarter units in quantitative chemistry.

Supervising Criminalist:

Two years as a Criminalist II with the Los Angeles Police Department.

License: Both Classes: A valid California driver's license is required.

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Physical requirements: Both Classes: Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; arm and finger dexterity with both hands involved in activities such as reaching, handling and feeling; stamina to stand for long periods of time; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodation, be capable of performing the duties of this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the positions, and the appointing authority's ability to effect reasonable accommodation to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.