



# Lead Forensic Evidence Specialist

Class Code:  
240-28 (CC-5)

Bargaining Unit: Non-union Non-Exempt

CITY OF APPLETON  
Established Date: Jun 22, 2015  
Revision Date: Jul 30, 2019

## SALARY RANGE

\$23.25 - \$32.55 Hourly

## NATURE OF WORK:

Under general supervision of the Investigative Services Unit Lieutenant, this person performs complex gathering, analysis and preservation techniques on evidence connected with criminal activity in the City of Appleton. This individual should possess effective skills and abilities in evidence gathering and preservation, some knowledge of the judicial system as it pertains to the preservation of evidence, the ability to identify and secure evidence, logical thinking in the linking of evidence to criminal activities, and an ability to properly re-create and display evidence gathered for presentations.

## JOB FUNCTIONS:

### ESSENTIAL JOB FUNCTIONS

- Provide oversight of the Evidence Unit calendar to ensure effective operations.
- Provide effective direction, instruction, and guidance regarding workload priorities and evidence and property room procedures.
- Periodically review goals, and progress, with team members
- Keep the Investigative Services Lieutenant apprised of personnel matters so they can be addressed.
- Successfully complete advanced training for crime technology, scene management, video/photo operations, using U.V. and I.R. and alternate light sources.
- Identify, collect, package, and label evidence (i.e., lift fingerprints, blood samples, etc.) from search warrants and crime scenes.
- Operate evidence gathering equipment, which includes but is not limited to; video camera, ultra-violet lighting, scales, test kits, etc.
- Assist with search warrants by taking photos to document the location of where evidence is found.
- Analyze, sort and preserve evidence from search warrants and crime scenes.
- Perform laboratory examinations of evidence, including specialized processing involving physical, chemical, and digital methods and maintains accountability for activity in the crime lab.
- Keep crime van stocked with materials to collect evidence for self and other officers to use.
- Inventory and maintain a supply of resources used in the collection of evidence and the sealing of crime scenes.
- Fill out necessary forms, itemize, individually package, and mail evidence to crime labs for analysis, and inventory evidence when it is returned.

- Prepare photo logs, crime scene worksheets, and other reports – both verbal court presentations and written documentation – regarding evidence gathered. Reports may include narratives, diagrams, fingerprints, actual articles discovered, etc.
- Re-create and display evidence gathered for presentations.
- Photograph death scenes, overall body pictures, and autopsies to document the process.
- Empty and catalog items left in evidence lockers by officers.
- Process digital photos, video, and audio recordings, then organize, fill, and inventory pictures as evidence to document crimes.
- Print disposition sheets, process the returned paperwork, handle evidence accordingly, and update associated files.
- Coordinate the proper release of evidence to rightful owner, where appropriate, including setting up the appointment and making the actual return.
- Coordinate and develop training of various department officers in evidence gathering techniques.
- Prepare manuals, kits, etc., used in training of these officers.
- Offer assistance to officers concerning investigations.
- Ability to examine and evaluate acts, events, and other information and draw valid conclusions, logical thinking in the linking of evidence to criminal activities.
- Fingerprint citizens and assist officers with fingerprinting arrests as necessary.
- Set up and manage departmental digital evidence program including digital photography, digital video, digital audio recordings, and other digital evidence as needed.
- Oversee the administration of policies and procedures related to the evidence and property control function.
- Review and write policies related to the evidence and property control function, and the preservation and collection of physical evidence.
- Develop standard operating procedures for the Evidence Unit and other areas of the department when said procedures affect the quality and integrity of evidence.
- Maintain Evidence Unit equipment, booking room equipment, associated software, and vendor information.
- Produce and review procedural manuals to assist officers with evidence collection, packaging, log in and operation of other Evidence Unit equipment.
- Attend internal briefings held during complex investigations.
- Produce castings and comparative photographs of footprints, tire tracks, and other impressions.
- Search for and develop latent fingerprints at crime scenes, from logged in evidence, and deceased individuals.
- Manage the Evidence Unit equipment inventory and plan for periodic replacement of equipment.
- Keep abreast of current technology and evaluate the potential benefits of implementing technology to improve the overall level of service thereby facilitating solving crimes.
- Maintain regular punctual and predictable attendance, work overtime and extra hours as required, including call-ins as required.

## **OTHER JOB FUNCTIONS**

- Other tasks as assigned.

## **REQUIREMENTS OF WORK:**

This position requires 4-5 years of experience, or an equivalent combination of training, education and experience.

- Knowledge of available computer programs and audio/visual equipment (i.e. MS Office programs (Word, Excel, GroupWise, PowerPoint), computers, printers, projectors, etc.
- Knowledge of Federal, state and local laws, court cases related to job functions and ordinances.
- Knowledge of current law and case decisions relating to laws of arrest, search and seizure, interrogations, and the handling of evidence.
- Knowledge of departmental rules of conduct, regulations and policies.
- Knowledge of crime scene management.
- Ability to orally communicate in an efficient and effective manner with police officers and other civilian employees.
- Ability to provide complex oral and written instructions clearly so that the desired end result can be met.
- Ability to communicate in writing in a clear, accurate and concise manner.

- Ability to prepare clear and comprehensive reports of investigations, offenses, arrests, special projects, and other activities.
- Ability to respond to complex oral and written instructions so that the desired end result can be met.
- Conducts test using various lab equipment, chemicals, and instrumentation to obtain results.
- Ability to work independently of direct supervision, in an effective and efficient manner.
- Ability to plan and schedule your own work to meet time constraints and changing priorities.
- Ability to work in a team environment.
- Ability to analyze problems and formulate policies and procedures as appropriate solutions to the problems.
- Ability to plan and schedule training activities for members of the department to comply with department/state policy or law.
- Ability to work varied hours or overtime.
- Ability to maintain confidentiality in the release of information.
- Skilled in the operation of specialized investigative equipment to include, but not limited to Evidence Unit equipment, sensitive crime kits, drug test kits, etc.
- Skill in the operation of departmental equipment, including but not limited to camera equipment, first responder medical apparatus, etc.
- Skill in the operation of various department computer systems.
- Ability to multi-task in a fast paced environment.

## **SUPPLEMENTAL INFORMATION:**

### **COMPETENCIES**

Adaptability/Flexibility  
Communication  
Customer Focus  
Positive Attitude  
Technical Skills

To learn more about these competencies click [here](#)

## **JOB TASK ANALYSIS:**

**JOB ANALYSIS/REQUIREMENTS**

**JOB TITLE: PROPERTY EVIDENCED CLERK**

REVISED DATE: September 2014

REVIEW DATE: September 2014

N = Never

O = Occasionally: 1 to 33% of the time on job

F = Frequently: 34 to 66% of the time on job

C = Constantly: More than 67% of the time on job

A. PHYSICAL DEMANDS	N	O	F	C
1. Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Lifting: Light - max. 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Lifting: Moderate - max. 25 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Lifting: Heavy to moderate - max. 45 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Lifting: Heavy - max. 65 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Carrying est. wt.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Pushing est. wt.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Pulling est. wt.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Pulling hand over hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Climbing stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Climbing: use of legs and arms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Stooping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Repeated bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Reaching: <input type="checkbox"/> high <input type="checkbox"/> low <input type="checkbox"/> level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Repetitive finger movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. May use hands for grasping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. May use hands for manipulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. May use hands for twisting of wrist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. May use hands for flex. ext. of wrist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. May use hands for reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
26. May use hands for overhead work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Repetitive twisting or pressure involving wrists or hands	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
28. Both hands required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
29. Both legs required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
30. Ability of rapid mental/muscular coordination simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
31. Oral communication: speaks clearly in <input type="checkbox"/> Spanish <input type="checkbox"/> English <input type="checkbox"/> Hmong <input type="checkbox"/> Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
32. Hearing-conversation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
33. Intense visual concentration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
34. Specific visual requirements	Near: <input type="checkbox"/>		Far: <input type="checkbox"/>	
35. Depth perception	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
36. Color vision: Distinguish basic shades	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
37. Color vision: Distinguish basic colors	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
38. Operation of crane, truck or motor vehicle	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
39. Other:				
B. WORKING-CONDITIONS	N	O	F	C
1. Outside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Alternating between Outside and Inside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Heat between 90-100 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat over 100 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Cold below 55 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Temperature changes: <input type="checkbox"/> excessive <input type="checkbox"/> frequent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Dry atmospheric conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Heights (list maximum: )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Constant noise above 85 decibels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Intermittent noise above 85 decibels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Fumes: <input type="checkbox"/> Irritant <input type="checkbox"/> Toxic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Dust: More than nuisance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Gases: Types:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Chemicals: Types:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Grease and oils: Types:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Working with machinery with moving parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Working with moving vehicles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Working with ladders/scaffolding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Working below ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Working with hands in water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Working alone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Work intensity: <input type="checkbox"/> sedentary <input type="checkbox"/> light <input type="checkbox"/> light/medium <input checked="" type="checkbox"/> medium <input type="checkbox"/> heavy Hours/day: Days/week: Days overtime/week Varies				