

City of Bellingham  
**Classification Specification - Civil Service or AFSCME**

CLASS TITLE	Evidence and Identification Officer
DEPARTMENT	Police
UNION:	POLICE GUILD
SG:	31
CS:	Y
FLSA:	Y
EE04CODE:	PS

**NATURE OF WORK:**

Performs various administrative and technical duties for the care and custody of items impounded by the Bellingham Police Department including proper processing of evidence for court, release, or destruction. Supervises and trains Field Investigators in evidentiary imaging, digital photography; evidence handling; and crime scene investigation.

**DISTINGUISHING CHARACTERISTICS:**

The Evidence and Identification Officer position is an intermediate-level position designed to provide training and experience in the areas of evidence handling, fingerprinting, crime investigation and photography. The incumbent will be assigned progressively more responsible duties as knowledge is gained.

Position reports to the Evidence and Identification Sergeant. Supervises the technical aspects and training of the Field Investigators. May also provide direction to the, and Police Support Services Specialists assigned to Evidence and ID.

**EXAMPLES OF WORK:**

1. Photography - Supervises and trains personnel in the technical aspects of evidentiary imaging, including, use and operation of large variety of photo equipment, e.g., cameras, video tape, , and other special use cameras.
2. May do other photography for the City as assigned.
3. Crime Investigation - Supervises and trains personnel in crime scene investigation and evidence handling, and is responsible for the quality of their work: photography, fingerprinting, preserving evidence and preparation for court. Trains and supervises Field Investigators in techniques and procedures for developing and lifting latent fingerprints at crime scenes.
4. Fingerprinting - Will attend schools to learn how to classify and file latent fingerprints and become qualified as a latent fingerprint expert. Upon gaining necessary technical skill will give direction to assigned Police Support Services Specialists in filing and classification of fingerprints and may train Technician in latent fingerprint examination and identification. May testify as fingerprint expert in all levels of courts: Municipal, District and Superior.

5. Evidence - Responsible for the care, custody and preservation of all items impounded by the Bellingham Police Department. This includes the preparation of evidence to be shipped to crime labs for processing, presentation of impounded items in court, preserving the chain of custody, clearing property for release to proper owner, sale at public auction, or destruction under security conditions. Notifies owners, clears for release, or declares abandoned all vehicles impounded by the Bellingham Police Department on criminal matters.
6. May be required to perform the duties of a Police Officer.

### **PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):**

#### Knowledge:

- A working knowledge of Federal, State and Local laws, and court decisions that affect or direct Police operations and methods.
- A good working knowledge of the field of Forensic Sciences in order to work with the various crime labs (FBI and State).
- Must know rules of evidence pertaining to both criminal and civil law.
- Proficiency in marijuana identification.
- Must become a court-recognized expert in the following fields: fingerprint classification, latent print identification, photography, evidence handling, and crime scene investigation.

#### Skills:

- Strong oral and written communication skills.
- Strong decision making skills.
- Excellent detail orientation and organizational skills.

#### Ability to:

- Ability to maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - correctable visual acuity to read a computer screen and a typeset page;
  - fine finger dexterity to manipulate computer keyboard and mouse;
  - hearing and speaking ability sufficient to communicate with citizens, suspects and employees, make and respond to radio and telephone calls;
  - climbing ladders to store and retrieve evidence;
  - reach above head to store and retrieve evidence;
  - squat and crawl to perform crime scene investigation and store and retrieve evidence;
  - frequently lift and move objects weighing up to 35 lbs;
  - occasionally lift and move evidence weighing up to 45 lbs.

### **EXPERIENCE AND TRAINING REQUIREMENTS:**

- A minimum of three years of experience as a Crime Scene Investigator with the Bellingham Police Department.

- Desire and ability to become an expert in the job requirements and to keep abreast of the field.
- Eligibility for International Association for Identification (IAI) certification as a Latent Examiner is preferred by the Department.
- Candidates must meet all minimum requirements for this position within thirty (30) days of the closing date specified in the examination announcement.

**NECESSARY SPECIAL REQUIREMENTS:**

- Ability to meet the background re-check requirements of the Police Officer position every five years.
- Valid Washington State driver's license and good driving record. Department will periodically review a driving record abstract per City policy.
- Position may be required to obtain and maintain specialized investigation certificates and specialized training as determined by the Police Chief.

**PREPARED BY:** Robert Knudsen  
7/80

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**COMMISSION ADOPTION:** \_\_\_\_\_ July 10, 2013

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