

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB131 Police ID Officer
<b>POSITION #/TITLE:</b> 0584 Police ID Officer	<b>Adopted:</b> 07-97
	<b>Revised:</b> 01-08

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Police	<b>Manager Level:</b> Lead Worker
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 12
<b>Reports To Position #/Job Code #/JC Title:</b> 0414/NB127/Police Captain	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Non-Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Medium	<b>Work Environment:</b> Uncontrolled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Prescribed by Civil Service (sworn position)
<b>Personal Protective Equipment:</b> Eye, Face, Hand, Head, Foot, Protective Clothing	

<b>General Statement of Duties</b>
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Performs crime scene examinations, collects laboratory samples, and forensic evidence; performs related work as required.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of assigned technicians.

<b>Examples of Essential Work (Illustrative Only)</b>
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Supervises and observes officers in the performance of their duties with special emphasis on investigations;

Instructs and advises subordinates on state laws, city ordinances, department rules, and regulations;

Reports any cases of misconduct, neglect of duty, incompetency, and violations of rules and regulations;

Reviews and approves reports filled by subordinates;

Tests and ascertains knowledge of personnel regarding city laws, rules and regulations;

Issues and inspects equipment;

Reports unsafe equipment or conditions;

Investigates citizen complaints concerning subordinates and recommends discipline when appropriate;

Gives talks to outside agencies;

Evaluates crimes scenes, documents, and collects physical evidence for laboratory examination;

Collects and evaluates latent finger and palm prints and provides expert opinions and court testimony;

Supervises and maintains control of crime scene;

Prepares photographs of evidence, scene features and site characteristics;

Performs laboratory processes to develop, record, and preserve evidence;

Enters latent fingerprints into automated fingerprint identification system, then operates system to establish identification of subjects for investigative analysis;

Photographs and fingerprints prisoners, suspects, and corpses;

Clears prints and other identification materials with state and federal authorities;

Maintains evidence chain of custody by packaging, securing, and retrieving evidence for investigations and hearings;  
Provides diagrams, charts, photographs, for court;  
Testifies in court and attends pretrial conferences or hearings;  
Attends autopsies to collect and document evidence;  
Finger prints individuals arrested or suspected of criminal activities, and conducts finger printing for non-criminal activities;  
Prepares, maintains, and analyzes records, data, reports, documentation, and develops investigative conclusions;  
Maintains records and filing systems on criminal suspects;  
Provides training, technical assistance in reference to crime scene investigations for supervisors, detectives, County Attorneys, Medical Examiners, and other law enforcement organizations;  
Submits case reports;  
Assists at major accidents or disasters;  
Accepts advanced administrative, undercover, or technical-scientific police assignments;  
Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
Attends meetings, conferences and workshops;  
Supports continuous process improvement initiatives;  
Performs related work as required.

#### **Required Knowledge and Abilities**

Thorough knowledge of the Police Department's functions, procedures, policies, and organization;  
Thorough knowledge of chemical, microscopic, macroscopic or other scientific laboratory methods which are used to evaluate, compare, and identify physical evidence;  
Thorough knowledge of finger printing classification systems and processes, including computerized finger print identification systems;  
Thorough knowledge in the use of the electrostatic dust lifter, alternate light source, impression molding, casting, and fingerprint development;  
Thorough knowledge of pertinent State, County and City laws;  
Thorough knowledge of court procedures, rules of evidence, and proper testimony;  
Thorough knowledge of first aid and personal safety procedures;  
Thorough knowledge of storage principles, practices and techniques involved in DNA sample collection;  
Good knowledge of city geography;  
Ability to monitor crime scene investigations by maintaining scene integrity and proper chain of evidence procedures;  
Ability to supervise employees in order to ensure the quality and efficiency of work, through understanding of their responsibilities which results in resolution of their questions;  
Ability to operate an automobile, typewriter, camera, firearms, handcuffs, fingerprinting equipment, two-way radio, emergency and first-aid equipment;  
Ability to collect, package, and test crime scene evidence;  
Ability to recognize hazardous situations and utilize biohazard protective equipment;  
Ability to communicate effectively and maintain working relationships with investigators, patrol officers, supervisors, laboratory personnel, other State and local criminal evidence identification officers and the public both orally and in writing, using both technical and non-technical language;  
Ability to prepare accurate and reliable reports containing laboratory results, chemical processes and investigative findings, recommendations and conclusions;  
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;

Ability to work under general supervision and make spot decisions that require immediate attention, but exercise discretion in carrying out assignments and in applying work methods, and procedures within established department policies;  
Ability to quickly learn and apply new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Graduation from an accredited college or university with an Associate's Degree in law enforcement, criminal justice, criminal justice administration, political science, psychology or sociology; and  
Three years continuous service as a Cedar Rapids Police Officer.

### **Required Special Qualifications**

Certified as a Police Officer by the State of Iowa.  
Marijuana Testing Certification issued by the State of Iowa.

### **Essential Physical Abilities**

Sufficient physical abilities, with or without reasonable accommodation, to perform all of the duties of the class and of any other classes of sworn positions to which the employee may be assigned or which the employee may assume on a regular, temporary or emergency basis;  
Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;  
Sufficient vision, with or without reasonable accommodation, which permits the employee to collect and analyze visible and invisible physical evidence, monitor crime scene control activities and recognize biohazard and toxic substances;  
Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to perform laboratory analysis of minute samples by prying, digging or drilling to collect physical evidence;  
Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to crawl, climb ladders, balance in awkward positions and collect samples in confined spaces.