City of Bellingham
Classification Specification - Civil Service

CLASS TITLE	**Evidence and Identification Officer**
DEPARTMENT	**Police**
UNION:	**POLICE GUILD**
SG:	**31**
CS:	**Y**
FLSA:	**Y**
EE04/SOCCODE:	**PS/33-3051**

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. Assists with the supervision and training of Crime Scene 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 technical oversight in the areas of evidence handling, fingerprinting, crime investigation and photography in addition to performing those functions. The incumbent will be assigned progressively more responsible duties as knowledge is gained.

SUPERVISORY RELATIONSHIPS:

Reports to the Evidence and Identification Supervisor. Provides training and technical oversight to Crime Scene Investigators in all technical aspects of the position. May also provide direction to the Police Support Services Specialists assigned to Evidence and ID.

Serves as Acting Evidence and Identification Supervisor in the absence of the Supervisor as directed by command staff.

ESSENTIAL FUNCTIONS:

1. Photography - Trains and assists with supervision of 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. Crime Investigation - Trains and assists with the supervision of 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. Manages Field Investigators at major scenes.

3. Fingerprinting - Serves as a latent fingerprint expert; develops and maintains knowledge and skills in the areas of development, preservation and identification of fingerprints. Testifies as fingerprint expert in Municipal, District and Superior Courts.

4. Evidence - Prepares evidence to be shipped to crime labs for processing and presentation of impounded items in court, preserves the chain of custody, clears 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.

5. Maintains Department's ETRACE, Leica, National Integrated Ballistic Information Network (NIBIN), Automated Biometric Identification System (ABIS) and Morpho Identification programs.

6. Performs the duties of a Crime Scene Investigator as assigned or in the absence of a CSI.

7. Serves in the capacity of Evidence and Identification Supervisor in the absence of the supervisor as directed by command staff.

8. May be required to perform the duties of a Police Officer.

ADDITIONAL WORK PERFORMED:

1. May do other photography for the City as assigned.

2. Performs other related duties as assigned.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

Knowledge of:
- 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).
- Rules of evidence pertaining to both criminal and civil law.
- Knowledge required to become a court-recognized expert in the following fields: fingerprint classification, latent print identification, photography, evidence handling, and crime scene investigation.

Skill in:
- 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;
- manipulate computer keyboard and mouse;
- communicate effectively with residents, 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 two years of experience as a Crime Scene Investigator with the Bellingham Police Department.
- Willingness 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 or Crime Scene Investigator 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:

- Successful completion of the following training or equivalent: Basic Crime Scene Investigation (40 hours), Forensic Photography (40 hours) and Basic Fingerprint Identification and Classification (40 hours).
- Successful completion of 40 hours of training in one or more of the following: Blood Spatter, Basic Homicide Investigation, Fire Arson Fatality Scene Investigation, Alternate Light Source (ALS), Hazardous Material Crime Scene Investigation, Advanced Evidence Collection (such as DNA, ballistics/trajectory), Collision Investigation, Advanced Fingerprint Training (such as Automated Biometric Identification System), Advanced Forensic Photography or Property/Evidence Room Management
- Valid Washington State driver's license or ability to obtain within 30 days of Washington State residency and good driving record. A three-year driving abstract must be submitted prior to hire, with periodic submission of driving abstract per City policy.
- Position may be required to obtain and maintain specialized investigation certificates and specialized training as determined by the Police Chief.
- Willingness and ability to respond to call-outs for emergencies or when special circumstances require.

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COMMISSION ADOPTION: February 2025

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