

Program Abstract

Project Overview

Applicant's Name: Arlington Police Department (Arlington, Texas)
Title of Project: Crime Scene Unit Enhancement
Dollar Amount Requested: \$717,138
Term of proposal: 24 months
CDFA # 16.808, Category V: Enhancing Forensic and Crime Scene Investigation

Declining revenues have forced the city to shift resources from crime scene investigation and forensics to maintaining a positive police presence in high crime areas. Significant backlogs and time lag in processing scenes and evidence has negatively impacted investigations.

Enhanced highway drug interdiction activities related to the U.S. Southern border will place an additional burden on the Crime Scene Unit to process vehicles, identify prints, and test marijuana samples.

The goal of the CSU is to provide timely forensic support critical to solving cases of violent crime and ultimately protecting the public and preventing future criminal victimizations. The goals of economic recovery and violent crime reduction will be achieved with addition of a Crime Lab Evidence Coordinator to refine lab and on-scene protocols and ensure the necessary support to achieve convictions; three Crime Scene Investigators who will be qualified as Latent Print Examiners and Marijuana Analysts who can assist with the backlog of evidence; and a Fingerprint Technician to enter prints and query state, local, and national databases for matches. Additional staff will allow crime lab and crime scene functions to be differentiated and staffed separately to increase accountability and ultimately the responsiveness of the CSU.

Key deliverables include:

1. Five new staff positions hired and American equipment purchased.
 2. Increased volume of crime scene and forensic services available to reduce crime.
 3. Backlog of evidence and case reports decreased 50% in the first 12 months.
 4. Case closure rate increased by 20%.
 5. Increased partnerships with local police departments enabling database enrichment, information sharing, and reducing duplication of services.
-

Program Narrative: Category V: Enhancing Forensic and Crime Scene Investigations
Statement of the Problem:

The Arlington Texas Police Department is requesting funds through the Edward Byrne Competitive Grant, Category V to enhance our Crime Scene Investigation and Crime Lab Units (Crime Scene Unit) in order to meet current and future demand for services. Additional staff and equipment will improve our responsiveness to victims, suspects and to our partners in criminal justice and will support highway interdiction efforts related to the U.S. Southern border.

While the Arlington Police Department (APD) remains committed to Community Policing, declining revenues have forced the city to make difficult choices shifting resources from forensic support services such as crime scene investigation and forensics, to maintaining a positive police presence in high crime areas. As a result, APD is experiencing a significant backlog and time lag in processing scenes and evidence, particularly latent fingerprints cards and marijuana testing. In 2006, the Crime Scene Unit was directed to respond to violent crime and high profile cases only, leaving patrol officers to process crime scenes for all other crimes. In 2007, a total of 311 cases were backlogged. In 2008, the number of backlogged cases grew to 670. We are currently entering fingerprints into AFIS from February 2008, over a year lag time.

In Texas, a defendant charged with a felony drug offense must be indicted within 90 days from the commencement of his/her detention or the defendant must be released from custody (Art.17.151 Code of Criminal Procedure). In 2006, APD's capacity for marijuana testing was exceeded and 1,343 samples of marijuana were outsourced in order to meet the 90-day requirement. In 2007, 650 samples were outsourced and in 2008, 962 samples were outsourced.

Budget cuts, backlogs, and a consistently high volume of calls for service (on-scene) have also increased turn-around time, which has negatively impacted police investigations. Crime Scene Investigators were called out to 631 scenes in 2008 and 637 scenes in 2007. There

are currently 222 cases with incomplete crime scene reports. Latent print comparison requests from detectives require a six-month turn-around time.

In order to present scientific results on evidence in a Texas criminal court, the evidence must be processed in an accredited forensic laboratory (Section 411.0205, Government Code). Evidence tested by an un-accredited crime laboratory is generally inadmissible in court (Art. 38.35, Code of Criminal Procedure). APD's Crime Lab was accredited in February 2006 by the American Society of Crime Lab Directors (ASCLD). Staff time to achieve and maintain accreditation, verify forensic results, and maintain chain of custody of evidence has negatively affected the backlog and timeliness for Crime Scene and Crime Lab Services.

Arlington, Texas is a growing city of 369,000 residents located in the large urban center of the Dallas and Fort Worth Metroplex. Three Interstate Highways and one State Highway crisscross the city, including a major commercial vehicle corridor from the Mexican border. According to the North Texas HIDTA (High Intensity Drug Trafficking Area), the Dallas and Fort Worth Metroplex is a national-level transportation and drug distribution center.

The April 2, 2009 murder of 13-year-old Elizabeth Villa of Arlington highlights the importance of timely forensic support services to the overall functioning of the criminal justice system. Prints lifted from the victim's bedroom window were successfully matched to a Class "C" misdemeanor offense on file and the suspect was located and arrested. The killer may never have been identified had his prints been waiting in a backlog pile to be entered into AFIS.

Program Design and Implementation:

The mission of the APD Crime Scene Unit is to support criminal investigations with the timely and professional collection, documentation, preservation, analysis, interpretation, and reporting of forensic evidence. Proposed funding will enhance the

capabilities of the Crime Scene Unit to support APD's expanded highway interdiction efforts related to the U.S. Southern border and reduce the significant backlog of forensic evidence and crime scene reports. The Department's proposal includes hiring one new Crime Lab Evidence Coordinator, three new Crime Scene Investigators, purchasing an automated fingerprint identification system (AFIS) and hiring a new Fingerprint Technician (AFIS operator).

Current Structure: The Crime Scene Unit is a 24/7 operation staffed with 10 Crime Scene Investigators (CSI's) and one full-time Fingerprint Technician organized under a full-time, sworn police sergeant. Under the current structure CSI's on all three shifts are required to both respond to active crime scenes and to perform lab functions, contributing to the backlog. All CSI's are subject to call back when the Crime Scene Unit must respond to multiple crime scenes. The full-time sergeant assigned to the Crime Scene Unit has responsibility for all administrative functions. CSU personnel certified as Latent Print Examiners are members of the International Association for Identification and the Texas State Division of the International Association for Identification. Both of these professional associations provide forensic training to keep their members current on new technology and case law in the forensic field. CSU personnel maintain a variety of certifications that enhance the flexibility of the Unit.

Implementation: With the addition of grant funded personnel, CSU duties will be differentiated, assigning CSI's to process crime scenes while others are assigned to the lab to process evidence and enter fingerprints. CSI's qualified as Latent Print Examiners will be assigned to work with full-time Fingerprint Technicians to verify prints and clear the backlog. Separating crime lab and crime scene functions will increase accountability and ultimately the responsiveness of the Crime Scene Unit. APD officers newly trained as commercial motor vehicle inspectors and

**2009 Edward Byrne Memorial Competitive Grant Program Submission
 Category V: Enhancing Forensic and Crime Scene Investigations
 CDFR #16.808**

working in cooperation with the El Paso Intelligence Center to enhance highway drug interdiction will place an additional burden on the Crime Scene Unit to process vehicles, identify prints, and test marijuana samples. One certified Marijuana Analyst will be assigned per shift.

The following table outlines the current and proposed CSU services and certifications.

Crime Scene Unit Support Services and Number of Professional Certifications		
Lab Service	Current Certifications or Disciplines	Proposed Certifications with Grant
Evidence collection, vehicle processing, crime scene diagrams, video/photo documentation, courtroom testimony as an expert witness to further the prosecution of offenders, other evidentiary duties	10 certified Crime Scene Investigators	13 certified Crime Scene Investigators
Marijuana sample testing	2 certified Marijuana Analysts	3 certified Marijuana Analysts
Development of latent prints and entry in AFIS	1 full-time Fingerprint Technician	2 full-time Fingerprint Technicians
Comparisons to rolled latent prints and “tenprints” to known persons previously arrested through the AFIS; fingerprint verifications and eliminations	3 certified Latent Print Examiners	5 certified Latent Print Examiners
Comparison of projectiles and cartridge casings found at a scene to submitted firearms	None certified	1 certified Firearms/Casings Mark Analyst
Surveillance video enhancement –sound and images	1 certified Forensic Video Analyst	1 certified Forensic Video Analyst

The proposed Crime Lab Evidence Coordinator will report to the Lieutenant over the Criminal Support Division and will supervise all Lab operations and on-scene protocols, and function as a quality assurance manager. She/he will complete a needs assessment within the first 12 months of the grant award to identify service gaps in local crime labs services and leading to collaborative partnerships with smaller, local jurisdictions, especially those enclosed within Arlington City limits. The Lab Evidence Coordinator will be responsible for maintaining ASCLD and Texas DPS lab certification and will work with the police sergeant supervisor of the

2009 Edward Byrne Memorial Competitive Grant Program Submission
Category V: Enhancing Forensic and Crime Scene Investigations
CDFA #16.808

Crime Scene Unit to evaluate program outcomes and impact and to develop plans for continuous improvement.

Specific goals, objectives and performance measures related to the proposed program are included in the following table.

<u>Goals</u>	<u>Objectives</u>	<u>Performance Measures (Category)</u>	<u>Collection Method</u>
Preserving Jobs	Maintain and fund One Lab Evidence Coordinator, three Crime Scene Investigators, and one Fingerprint Technician after grant expiration	Retain five civilian positions (Recovery Act)	Document approval to maintain the unit through City Council agenda and vote
Creating Jobs	Hire one Lab Evidence Coordinator, three Crime Scene Investigators, and one Fingerprint Technician with Recovery Act funding	Five new positions (Recovery Act; CDFA #16.808) hired within 60 days	Document hiring dates
Promote Economic Recovery	Purchase local and/or American products and utilize local service providers (when practical)	1. Amount of grant funding utilized to purchase American products or those from local distributors 2. Number of local training programs attended; dollars spent	1. Purchase orders related to the proposed equipment 2. Documentation of local training programs attended by grant funded personnel
Promote Economic Recovery	Increase in volume of crime scene and forensic services	1. Number of on-scene investigations 2. Number of CSI staff hours	1. Records Management System 2. Kronos Payroll System
Promote Economic Recovery	Establish partnerships for services with smaller police departments in jurisdictions enclosed by the Arlington City Limits, enabling information sharing and database enrichment	1. Complete Needs Assessment of local crime labs to identify service gaps. 1. Number of crime scene cases accepted from Pantego, Dalworthington Gardens, and Univ TX Arlington 2. Number of MOU's with outside jurisdictions	1. Needs Assessment Report 2. Records Management System 3. MOU's on file
Reduce Violent Crime	Improve Crime Lab response time	1. Percent of latent print requests completed in 72 hours 2. Percent of cartridges entered into IBIS in 5	Records Management System

**2009 Edward Byrne Memorial Competitive Grant Program Submission
 Category V: Enhancing Forensic and Crime Scene Investigations
 CDFR #16.808**

		working days 3. Percent of marijuana samples tested in 10 working days	
Reduce Violent Crime	Reduce case backlog	1. Reduction in number of marijuana samples outsourced for testing. 2. Reduction in backlog of fingerprint entry 3. Reduction in backlog of case reports	1. Comparison of cases outsourced to previous years through Records Management System 2. Comparison of number of fingerprint entries and cases backlogged (RMS) before and after initiation of the grant.
Reduce Violent Crime	Increase case closure rate	Improvement in case closure rate by 20%	Comparison of case closure rates before and after initiation of grant

Capabilities/Competencies:

APD will fill the five newly created civilian positions within 60 days of the award receipt and cut purchase orders within 15 days for proposed equipment. Civilian personnel hired as Crime Scene Investigators will have Bachelor’s Degrees in Criminal Justice or a related field and one year crime scene experience. They will be highly motivated to improve the Lab’s services and have demonstrated the ability to perform self-initiated activity related to lab operations. The Crime Lab Evidence Coordinator will have a Bachelor’s Degree and at least three years of crime scene experience. The Lab Coordinator will be performance driven and able to establish effective lab protocols to address the significant backlog of cases and reports within the quality standards required to maintain ASCLAD and Texas DPS accreditation. The Crime Lab Evidence Coordinator will be knowledgeable regarding state law and the submission of forensic evidence and able to translate the rules of evidence into Lab operations and on-scene protocols. Once selected, the CSI’s will complete a 500 hour field training cycle. All current and proposed

CSU staff are expected to maintain professional certifications through continuing education in advanced schools and workshops. See attached job descriptions.

The Arlington Police Department will ensure that financial and programmatic fidelity is continuously maintained following OJP Financial Guidelines. As the recipient of numerous grant awards, including Project Safe Neighborhood and the U.S. Department of Justice's Edward Byrne Memorial Competitive Grant Program, the department is well versed in grants management and has extensive experience in managing funds related to hiring personnel and appropriating equipment. The Police Fiscal Services Unit is staffed by a manager and two staff accountants who have managed LLEBG/JAG grants dating back to 1999. The City Auditor's Office, with oversight responsibility for all City departments, uses Government Auditing Standards to assure high quality internal audits. To maintain the integrity of grant funds, separate account funds are created for each new grant awarded to the Department. Payroll codes are identified for each account fund in the City's automated payroll system. Equipment purchases are entered into Property Control inventory systems. Monthly and quarterly Activity Reports that track expenditures are generated for each account fund and are provided to program managers.

Impact/Outcomes, Evaluation, Sustainment, and Plan for the Collection of Data

The primary impact of adding four Crime Scene Investigators and a lab evidence coordinator/quality manager will be alleviation of backlogs in processing evidence and entering fingerprints, resulting in more timely resolution of criminal cases. Accurate, timely intelligence is critical to solving cases, and ultimately to protecting the public. When cases are solved quickly and suspects apprehended and charged, victims of crimes feel that justice is being done on their behalf. In the instance of habitual offenders, future criminal victimizations are avoided.

City management and elected officials have reviewed the pending application proposal and consent to maintaining the program beyond the life of the grant. The City of Arlington certifies that we are willing and have the capacity to participate in an evaluation to be managed by the National Institute of Justice. We are able to meet the quarterly financial and programmatic reporting as stipulated in the grant announcement. Arlington Police supervisors have participated as fellows for the Police Foundation and other national police research organizations, indicating the department's propensity for managing performance measures and attention to research methodology.

The program's effectiveness will be demonstrated through the increased number of on-scene investigations, reduction and ultimately the elimination of the backlog in processing evidence and entering fingerprints, improved turn-around time for investigator requests, and in the number of new partnerships with smaller police departments in jurisdictions enclosed by Arlington City limits. Specific data related to performance measures such as the number of on-scene investigations, staff hours, cases from outside agencies, percent of latent prints/ cartridges/ and marijuana samples tested will be obtained from APD's Records Management System. Evaluation of the program's success will be conducted by the Crime Lab Evidence Coordinator, who will be responsible for reporting this data to supervisors and analyzing outcomes, making recommendations for improvements, and assurance of compliance with grant objectives. As a result of grant funding, The Crime Scene Unit expects to reduce forensic backlog by 50 percent and increase case closure rates by 20 percent in the first 12 months of the grant period. Creating jobs specifically to improve the responsiveness of Crime Scene Investigators, the timeliness of lab results, and the tracking of forensic evidence will benefit all criminal justice partners in Arlington and Tarrant County.

Recovery Act: Edward Byrne Memorial Competitive Grant Program Submission
 Category V: Enhancing Forensic and Crime Scene Investigations
 CDFA 16.808

Budget Summary

	Qty	Amount	Year 1	Year 2	Grant Period Cost
Personnel - \$489,084					
Crime Lab Evidence Coordinator	1	66,600	66,600	66,600	133,200
Crime Scene Investigator	3	45,953	137,859	137,859	275,718
Fingerprint Technician	1	40,083	40,083	40,083	80,166
Fringe Benefits - \$140,634					
Benefits for Crime Lab Evidence Coordinator	1	17,649	17,649	17,649	35,298
Benefits for Crime Scene Investigator	3	12,178	36,534	36,534	73,068
Benefits for Fingerprint Technician	1	10,620	10,620	10,620	21,240
Shift differential for 2 CSI's (6% of salary)	2	2,757	5,514	5,514	11,028
Benefits estimated at 26.5% of salary: Includes workers compensation (3%), Medicare (1.5%), Unemployment compensation (6%), Health insurance (13%) and 401(k) participation (3%)					
Travel and Training - \$8,548					
Annual AFQAM / ASCLD Training	4	1,228	4,912	0	4,912
Required grant training (Washington DC)	2	1,668	3,336	0	3,336
Required grant training (regional)	2	150	300	0	300
Non-Expendable Equipment \$45,000					
Automated Fingerprint Identification System (AFIS) machine	1	45,000	45,000	0	45,000
Supplies - \$33,872					
Portable radio package to include: Radio \$3,028; Radio Charger/Battery \$110; Radio Holder \$30	4	3,168	12,672	0	12,672
Uniforms	3	300	900	900	1,800
Computers and line drops	4	2,500	10,000	0	10,000
Office furniture	5	500	2,500	0	2,500
Pager	5	60	300	300	600
Maintenance to AFIS machine after first year	1	1,300	0	1,300	1,300
Annual certifications - AFQAM / ASCLD / IAI	5	200	1,000	1,000	2,000
Office supplies: pens, notepads, etc.	5	300	1,500	1,500	3,000
			\$397,279	\$319,859	\$717,138

Budget Narrative

Personnel: \$489,084

The proposed project will support one Quality Assurance Manager, one Fingerprint Technician, and three Crime Scene Investigators for 24 months.

Fringe Benefits: \$140,634

Fringe benefits for full-time employees for 24 months are estimated at 26.5% of personnel salaries. Benefits for grant year one and grant year two are calculated at the same rates.

- Workers compensation 3%
- Medicare 1.5%
- Unemployment compensation 6%
- Health Insurance 13%
- 401(k) 3%

Travel: \$8,548

Travel was calculated for two employees to attend one grant-required conference in Washington, DC over the 24-month period. Airfare was calculated at \$400 round trip; hotel was calculated with the GSA rate for DC of \$233 per night (4 nights); meals were calculated at the GSA rate for DC of \$64 per day for 4 days; and incidentals (local transportation, baggage, airport parking, etc.) were calculated at \$80. Travel also includes the cost for two employees to attend one grant-required regional conference calculated at \$150 per person. Grant-required travel totals to \$3,636.

Travel is also included for four positions to attend one ASCLD Symposium during the 24-month grant period. Airfare was calculated at \$400 round trip; hotel was calculated with the GSA rate for Anaheim, CA (2009 conference site) for \$128 per night (2 nights); meals were calculated at the GSA rate for Anaheim of \$64 per day for 3 days; and incidentals (local transportation, baggage, airport parking, etc.) were calculated at \$80. Conference registration fees were calculated at \$300 per person. Travel to ACLD training totals to \$4,912.

Non-Expendable Equipment: \$45,000

The proposed budget will fund the purchase of one Automated Fingerprint Identification System (AFIS) machine from an American manufacturer.

Supplies: \$34,472

The proposed budget will fund the annual purchase of office supplies (manuals, forms, business cards, pens, paper, etc), standard issue uniforms, and pagers for 24/7 response. One-time purchases made in year one of the proposed grant will include: computer hardware, office furniture (desk and chair), and portable radios for on-scene communication. Portable radio package will include: radio \$3,028; radio charger/battery \$110; and radio holder \$30. Grant funding will also provide \$1,300 for annual maintenance to the AFIS machine in year two of the

Recovery Act: Edward Byrne Memorial Competitive Grant Program Submission
Category V: Enhancing Forensic and Crime Scene Investigations
CDFA 16.808

grant (year one maintenance is under warranty). Funding in the amount of \$200 per position is requested to maintain annual certifications in AFQAM/ ASCLD/ IAI.

Total Grant Request Over 24 Months: \$717,138

**2009 Edward Byrne Memorial Competitive Grant Program Submission
 Category V: Enhancing Forensic and Crime Scene Investigations
 CDFA #16.808**

Timeline and Position Descriptions

Goal	Objective	Activity/ Milestones	Expected Completion Date	Person Responsible
Creating Jobs	Hire one Lab Evidence Coordinator, three Crime Scene Investigators, and a Fingerprint Tech with Recovery Act funding	--Five new positions posted within 7 days of receipt of grant award	Aug 7, 2009	Lt.- Criminal Support Division (CSD)
		--Five new positions hired within 60 days	Sep 30, 2009	Management Services Director APD
		--6 month Performance Review of Lab Coordinator	Mar 30, 2010	Lt. - CSD
		--Annual Performance Review of Lab Coordinator	Mar 30, 2010	Lt. – CSD
Preserving Jobs	Maintain and fund one Lab Evidence Coordinator, three Crime Scene Investigators, and a Fingerprint Tech	--Five civilian positions retained after 24-month grant period	Aug 1, 2011	Management Services Director APD
Promote Economic Recovery	Purchase American products and use local service providers	--100% of grant funding used to buy American and use local training services	Each purchase; all purchases by July 31, 2011	Fiscal Services Manager APD
		--Order AFIS equipment and computer workstations	Aug 15, 2009	Lt. - CSD
		--Identify staff training needs based on skills assessment & accreditation requirements; complete 24-month staff development plan	Jan 31, 2010	Lab Evidence Coordinator

**2009 Edward Byrne Memorial Competitive Grant Program Submission
 Category V: Enhancing Forensic and Crime Scene Investigations
 CDFR #16.808**

Goal	Objective	Activity/ Milestones	Expected Completion Date	Person Responsible
Promote Economic Recovery	Increase volume of crime scene and forensic services	--Database queries and quarterly report formats developed to routinely capture number of on-scene investigations recorded in Records Management System and number of CSI staff hours from the Kronos Payroll System	Nov 30, 2009	Lab Evidence Coordinator
		--Evaluate work flow in Lab; make recommendations to improve efficiency	Dec 31, 2009	Lab Evidence Coordinator
		--Submit Quarterly Report to US DOJ as required by grant	Jan 10, 2010 Apr 10, 2010 July 10, 2010 Oct 10, 2010 Jan 10, 2011 Apr 10, 2011 July 10, 2011 Oct 10, 2011	
Promote Economic Recovery	Establish partnerships for services with smaller PD's in jurisdictions enclosed by Arlington City limits	--Begin contacting local crime labs to identify available forensic services and existing service gaps (Needs Assessment)	Apr 30, 2010	Lab Evidence Coordinator; CSU Sergeant
		--Develop protocols to receive and track forensic evidence accepted for processing	June 30, 2010	Lab Evidence Coordinator; CSU Sergeant
		--Establish MOU's with local PD's for lab services	July 31, 2010	Lab Evidence Coordinator; Lt. – CSD; Legal APD

**2009 Edward Byrne Memorial Competitive Grant Program Submission
 Category V: Enhancing Forensic and Crime Scene Investigations
 CDFR #16.808**

Goal	Objective	Activity/ Milestones	Expected Completion Date	Person Responsible
Reduce Violent Crime	Improve Crime Lab response time	--Train all staff on use of Records Management System to ensure data capture for all grant performance measures	Oct 31, 2009	Lab Evidence Coordinator; CSU Sergeant; Crime Analyst Supervisor
		--Annual audit of forensic and crime scene services	Mar 31, 2010 Mar 31, 2011	Lab Evidence Coordinator; CSU Sergeant
		--Revise lab work flow and CSU protocols to respond to strengths and weaknesses identified in annual audit	Apr 30, 2010 Apr 30, 2011	Lab Evidence Coordinator
Reduce Violent Crime	Reduce CSU backlog	--50% reduction in CSU backlog --75% reduction in CSU backlog	July 31, 2010 July 31, 2011	Lab Evidence Coordinator; CSU Sergeant
Reduce Violent Crime	Increase case closure rate	--Compare case closure rates before and after grant award	July 31, 2010	Lab Evidence Coordinator; CSU Sergeant
		--20% improvement in case closure rate	July 31, 2011	Lab Evidence Coordinator; CSU Sergeant

Crime Lab Evidence Coordinator – Position Description

DEPARTMENT: Police **SALARY LEVEL:** P2
DIVISION: Investigative Services/Criminal Investigations **JOB CODE:** 3288
SUPERVISOR'S TITLE: Lieutenant-Criminal Support **FLSA STATUS:** Non-Exempt

POSITIONS DIRECTLY SUPERVISED:

<u>TITLE</u>	<u>SALARY LEVEL</u>
Fingerprint Technician	T-7
Crime Scene Investigators	CSI 1-15

Job Summary:

Under general supervision performs as overall administrator, quality assurance manager, and health and safety coordinator of the Crime Lab Unit and Crime Scene Investigation Units.

ESSENTIAL RESPONSIBILITIES AND JOB FUNCTIONS:

1. Ability to plan, supervise, schedule and evaluate the work of subordinates, which includes counseling employees, evaluating employee performance, initiating and/or investigating complaints of employee misconduct, approving/disapproving leave requests, monitoring payroll and identifying training needs.
2. Ability to remain updated on current issues involving latent print examination, digital imaging, crime scene evidence gathering and analysis technology and establish methods of communication to keep personnel fully informed on matters concerning assignments.
3. Ability to testify in court as required.
4. The Crime Lab Evidence Coordinator is responsible for the day to day management of the quality assurance program of the Laboratory, insuring that the Laboratory remains in compliance with all the requirements necessary for accreditation through the American Society of Crime Laboratory Directors-Laboratory Accreditation Board (ASCLD-LAB).
5. The Crime Lab Evidence Coordinator will participate in the development of procedures, planning and policy; will help coordinate the activities of the various Laboratory sections and develop methods to enhance Laboratory work flow and productivity.
6. The Crime Lab Evidence Coordinator is responsible for monitoring Laboratory practices and verifying compliance with existing Laboratory policies and procedures through appropriate accrediting bodies such as ASCLD-LAB or CALEA.
7. The Crime Lab Evidence Coordinator will conduct annual audits of the entire Laboratory operation, and will select, train and evaluate internal auditors. The Coordinator will make recommendations to improve the operation of the Laboratory and will prepare a yearly audit report.
8. Will be knowledgeable regarding state law and the submission of forensic evidence and be able to translate the rules of evidence into Lab operations and on-scene protocols.
9. The Crime Lab Evidence Coordinator will inspect each section's long and short term evidence storage lockers to insure evidence is being protected from loss, destruction, and contamination.

Crime Lab Evidence Coordinator – Position Description (Continued)

10. The Crime Lab Evidence Coordinator will investigate technical problems; propose and implement remedial actions to correct the technical problems identified.
11. The Crime Lab Evidence Coordinator maintains rigid quality control by developing a comprehensive quality assurance program; supervises quality control reviews and studies that are designed to ensure scientific and technological accuracy of the tests and procedures.
12. The Crime Lab Evidence Coordinator will recommend and implement corrections and improvements in the quality system.
13. The Crime Lab Evidence Coordinator plans and coordinates Laboratory validation programs; confers with analysts exploring new topic areas, determines the superiority of certain tests or technical strategies over others.
14. The Crime Lab Evidence Coordinator will work with the Crime Lab Sergeant on changes to the SOP to assure current information on evidence collection is available to the investigators.
15. The Crime Lab Evidence Coordinator will function as the Health and Safety coordinator for the Laboratory, and have the responsibility of guiding the analysts and examiners of the Laboratory in the safe operation of their duties.
16. The Crime Lab Evidence Coordinator (along with the CSI's) will have the responsibility of creating a safe and healthy work environment. This includes the safe use of Laboratory instruments and the provision of necessary safety devices such as fume hoods, eyewash stations, safety showers, equipment and safety supplies.
17. The Crime Lab Evidence Coordinator will ensure lab personnel report all injury accidents pursuant to city policy, and make the report available for review and dispersal. The Quality Assurance Officer will keep records of all chemical and biological spills, even if no injury or direct exposure occurs.
18. The Crime Lab Evidence Coordinator, if necessary, will have the final decision power in matters of safety and health in the Laboratory.
19. The Crime Lab Evidence Coordinator will be charged with the responsibility of insuring all safety devices are in working condition, and an adequate supply of safety items are on hand for employee usage.
20. The Crime Lab Evidence Coordinator will additionally be charged with the responsibility to consult with each discipline to ensure employee concerns and suggestions are incorporated into the Laboratory's safety program.

Qualifying Education and Experience:

A Bachelor's Degree in Criminal Justice, Forensic Science (or any of the natural sciences for any crime lab chemistry position) or related field plus three years crime scene or related experience. Possession of a valid Texas Operator's License, Class C.

Crime Scene Investigator – Position Description

DEPARTMENT: Police **SALARY LEVEL:** CSI- 1-15
DIVISION: Investigative Services/Criminal Investigations **JOB CODE:** 1802
SUPERVISOR'S TITLE: Crime Lab Evidence Coordinator **FLSA STATUS:** Non-Exempt

POSITIONS DIRECTLY SUPERVISED:

None

Job Summary:

Under general supervision conducts all phases of crime scene investigations, which includes collecting, analyzing, identifying and preserving all evidence for law enforcement personnel.

ESSENTIAL RESPONSIBILITIES AND JOB FUNCTIONS:

1. Ability to perform crime scene evidence search collection, which includes: coordinating with investigators to insure collection; identification, evaluation, and preservation of all evidence of criminal activity; documenting findings according to established procedures in reports legally sufficient for court or other formal legal proceedings; maintaining records of activity; and testifying in court on evidence or crime scene technique.
2. Ability to perform scientific and comparative analysis using chemical sequencing of evidence, forensic photography, operating laboratory equipment such as alternate light sources, AFIS and other equipment.
3. Ability to classify fingerprints, to maintain a “Henry” file on classified fingerprints, and make fingerprint comparisons at the request of investigators.
4. Ability to maintain an accurate inventory of all supplies and equipment.
5. Ability to assist in planning and implementing programs for schools and occasionally participating as an instructor on crime scene techniques.
6. Ability to testify as an expert witness on evidence or crime scene techniques.
7. Ability to perform other related duties as required or directed.

Fields of specialty: Video, Marijuana Analysis, Latent Print Examination, Tool Mark, Shoe and Tire

Analysts seeking skill-based pay in a field of specialty as listed above must demonstrate:

1. One year of demonstrated work within the desired field of specialty.
2. Successful completion of a proficiency test within 12 months prior to application.
3. Pass a competency test prior to final.
4. Elected membership or participation in learned scientific societies in the particular area of expertise desirable.
5. Must have an advanced knowledge of fundamental concepts, practices and procedures of field of specialty.
6. Must maintain knowledge of up to date technology and practices in the field of specialty.

Crime Scene Investigator – Position Description (Continued)

Minimum Knowledge, Skills and Abilities Required:

1. Knowledge of crime scene evidence and collecting techniques and record keeping systems.
2. Knowledge of fingerprint classification, coding techniques and equipment.
3. Knowledge of the preservation of physical evidence.
4. Knowledge of safety regulations applicable to handling of body fluids and hazardous materials.
5. Skill in preparing high quality crime scene diagrams.
6. Skill to draw, print and trace materials in a neat and clear manner.
7. Skill in developing and drawing effective visual presentations of data from narrative descriptions, field measurements, etc.
8. Skill in operation, calibration and maintenance of crime scene equipment.
9. Ability to input information into mainframe and personal computer systems, access and retrieve information.
10. Ability to maintain accurate detailed records and prepare clear, concise written reports.
11. Ability to maintain an effective working relationship with other City employees and citizenry.
12. Ability to respond to emergency situations on an on-call basis.
13. Ability to work and maintain composure in violent and/or death scene investigations.
14. Ability to receive detailed information through oral and written communication.
15. Ability to perform a variety of physical skills including, but not limited to seeing, carrying, stooping and writing.
16. Ability to move items weighing up to 200 pounds on an occasional basis, to lift items weighing 100 pounds, and to push/pull items weighing 35 pounds for 150 feet.
17. Ability to operate a variety of office equipment including but not limited to cameras, laser print finder, generator, personal computer and two-way radio.
18. Ability to operate a motorized vehicle.
19. Ability to work in both indoor and outdoor environments.

Other Job Functions:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor. Such tasks shall be capable of being performed with reasonable accommodation, if necessary, that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the applicant or others.

Qualifying Education and Experience:

A Bachelor's Degree in Criminal Justice, Forensic Science (or any of the natural sciences for any crime lab chemistry position) or related field plus one year crime scene or related experience. Possession of a valid Texas Operator's License, Class C.

Fingerprint Technician – Position Description

DEPARTMENT: Police

SALARY LEVEL: T-7

DIVISION: Investigative Services/Criminal Investigations

JOB CODE: Full-time

SUPERVISOR'S TITLE: Crime Lab Evidence Coordinator

FLSA STATUS: Non-Exempt

POSITIONS DIRECTLY SUPERVISED:

None

JOB SUMMARY:

Under general supervision, AFIS operators will collect latent evidence daily, evaluate the latent evidence and conduct entry of latent evidence into the COGENT, AFIS and / or the IAFIS terminals. This position will follow standardized principles, practices and procedures in the latent print and ten print fields. Assignments may be very complex in nature where considerable judgment, responsibility and initiative are required. Processing and comparison of latent to latent and ten-print to ten-print require visual acuity sufficient to perceive minute differences and details as well as to withstand hours of concentration and strain of exacting work.

ESSENTIAL JOB FUNCTIONS:

1. Picks up latent prints daily.
2. Logs latent prints in evidence control log daily.
3. Evaluates latent print quality for AFIS / IAFIS entry.
4. Performs latent COGENT / AFIS / IAFIS inquiries.
5. Perform ink fingerprinting.
6. Performs ten-print to ten-print comparisons for identification purposes
7. Ability to analyze and interpret latent prints, making positive identification, a negative comparison or determining a print is of no value for comparison purposes; ability to compare latent friction ridge structure to known individuals to determine identity.
8. Maintains fingerprint files.
9. Files fingerprint cards in the fingerprint files.
10. Maintain case files for accurate accounting of all assigned cases.
11. Assist in laboratory evidence processing as requested.
12. Ability to recover and preserve developed latent prints using appropriate physical, optical, or electronic techniques and equipment, including ultraviolet, laser and other special forensic photographic procedures as well as digital computer scanning devices.
13. Operates laboratory equipment COGENT, AFIS, IAFIS (ULW)
14. Ability to testify as an expert witness on COGENT, AFIS / IAFIS operations.
15. Ability to maintain a working knowledge of lab Health and Safety procedures.
16. Ability to provide training on the proper method of taking inked finger prints, COGENT, AFIS operations.
17. Ability to write reports concerning analysis and interpretation performed.
18. Perform other related duties as required or directed.

Fingerprint Technician – Position Description (Continued)

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Knowledge of fingerprint classification, coding techniques and equipment.
2. Knowledge of the preservation of physical evidence.
3. Skill to draw, print and trace materials in a neat and clear manner.
4. Skill in operation, calibration and maintenance of certain crime scene equipment.
5. Ability to input information into mainframe and personal computer systems, access and retrieve information.
6. Ability to maintain accurate detailed records and prepare clear, concise written reports.
7. Ability to maintain an effective working relationship with other City employees and citizenry.
8. Ability to receive detailed information through oral and written communication.
9. Ability to perform a variety of physical skills including, but not limited to seeing, carrying, stooping and writing.
10. Ability to move items weighing up to 200 pounds on an occasional basis, to lift items weighing 100 lbs.; and to push/pull items 35 lbs. for 150 feet.
11. Ability to operate a variety of office equipment including but not limited to computer equipment, fingerprint comparator, scanners, printers, and BrassTrax terminals.
12. Ability to operate a motorized vehicle.
13. Ability to work in both indoor and outdoor environments.
14. Knowledge of safety regulations applicable to handling of body fluids and hazardous materials.
15. Ability to use COGENT, AFIS and / or IAFIS.

QUALIFYING EDUCATION AND EXPERIENCE

Associates Degree in Criminal Justice, Forensic Science (or any of the natural sciences for any crime lab position) or related field plus one year crime scene or related experience. Possession of a valid Texas Operator's License, Class C.