

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES**

Forensic Specialist

**SERIES NUMBER**

6742

**MAJOR AGENCIES**

Ohio Department of Public Safety only

**EFFECTIVE**

05/03/2015

**SERIES PURPOSE:**

The purpose of the forensic specialist occupation is to perform highly specialized forensic analysis of photographic, video, audio, digital, &/or multi-media evidence & generate reports of findings for use in the prosecution of criminal offenses.

At the lowest levels, incumbents utilize specialized tools & procedures to collect, preserve, & examine photographic, analog, digital, &/or video/audio related evidence & assist the higher-level forensic specialist supervisor as assigned. At the supervisory level, the incumbent supervises all Unit activity & independently develops & utilizes specialized tools & procedures to collect, preserve, & forensically examine photographic, analog, digital, metrology, &/or video/audio related evidence & assist investigators in field investigations as assigned.

**JOB TITLE**

Forensic Specialist

**JOB CODE**

67421

**PAY GRADE**

32

**EFFECTIVE**

05/03/2015

**CLASS CONCEPT**

The full performance level class works under general supervision & requires considerable knowledge of forensic science concepts & techniques, photographic, audio, &/or video concepts & techniques, & specialized software & tools in order to independently forensically collect, examine, & preserve crash &/or crime scene evidence, prepare findings to be used in criminal case proceedings, & testify in court.

**JOB TITLE**

Forensic Specialist Supervisor

**JOB CODE**

67425

**PAY GRADE**

13

**EFFECTIVE**

05/03/2015

**CLASS CONCEPT**

The supervisory level class works under direction & requires thorough knowledge of forensic science concepts & techniques, photographic, audio, &/or video concepts & techniques, & specialized software & tools in order to supervise personnel, independently develop & utilize specialized tools & procedures to collect, preserve, & forensically examine photographic, crash &/or crime scene related evidence, & testify in court when required.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Forensic Specialist	67421	14	05/03/2015	32

**JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Utilizes specialized photographic, audio/video, forensic metrology/point cloud or digital multimedia tools, equipment, computer software programs, & technologies (e.g., evidence acquisitions devices, CD/DVD/audio & video tape readers, forensic & electronic data discovery/extraction services, DSLR camera systems, film & flatbed scanners, secure servers, chemical based mini lab systems & inkjet printers, electronic data storage & transfer devices [e.g., computers, laptops, global positioning systems (GPS) ] photo editing, audio/video enhancement software &/or point cloud management software) & various policies & procedures to collect, preserve, examine, &/or forensically analyze (e.g., prepares original images & backup copies; recovers damaged, corrupted, deleted, hidden, &/or encrypted files &/or data from various data storage devices; interprets computer based evidence stored on electronic devices; tracks & inventories physical evidence submitted for examination &/or analysis; documents crime scenes & traffic crashes) evidence of crash & criminal offenses (e.g., homicides & assaults, rape, gross sexual imposition, child pornography, corruption of minor, aggravated arson, burglary cases, hit skip cases, illegal traffic/access into military establishments) & assist with completing criminal investigations in accordance with established & validated forensic principles. Maintains records & prepares technical reports of examination findings, analytical methodology, & laboratory techniques for presentation in criminal case proceedings & testifies as required. Confers with higher-level forensic specialist supervisor to determine appropriateness of procedures &/or products &/or to determine best forensic analysis strategies. Receives, maintains, & releases evidence in accordance with evidence handling procedures. Collects information from investigators &/or prosecutors. Prepares exhibits for court.

Travels to a variety of locations to assist with conducting training for investigators &/or law enforcement officials on proper documentation techniques, equipment procedures, & evidentiary retrieval of multi-media evidence from crime scenes & investigations. Assists supervisor with developing policies & procedures relating to seizure & examination of evidence from analog & digital video & multimedia systems. Provides routine updates to supervisor regarding policies & procedures on regular basis in order to ensure policies support new computer & imaging technology, software programs, & forensic tools. Assesses, troubleshoots, & resolves a variety of technical issues. Provides technology advisory services to enhance forensic investigations. Designs, configures, & maintains computer hardware & software for use in casework & program development. Drafts & follows up on purchase order requests. Executes verification tests of forensic software & methods to independently validate functionality.

Attends seminars, classes, or training in specialized forensic hardware & software applications, forensic analysis techniques, & other specialized areas. Participates in professional networking forums.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of photographic, audio/video, &/or digital forensic analysis theories & practices, including forensic metrology techniques; video & audio related computer systems & technology. Skill in operation of personal computer system; photographic &/or audio/video equipment. Ability to define problems, collect data, establish facts, & draw valid conclusions; prepare meaningful, concise, & accurate reports; handle sensitive inquiries from & contact with other law enforcement agencies & general public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Completion of undergraduate core program in photography, multi-media, forensic science or related field commensurate with program area (e.g., video/audio analysis &/or photographic analysis) to be assigned per approved Position Description on file; 1 course or 3 months experience in forensic science concepts, scientific techniques, or similar field.

-Or 24 months experience in forensic analysis or related specialty area commensurate with program area (e.g., video/audio analysis &/or photographic analysis) to be assigned per approved Position Description on file.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**

Must obtain & maintain Ohio Peace Office Training Academy (OPOTA) special subject training certification within first year of employment.

**UNUSUAL WORKING CONDITIONS**

Work involves personal exposure to serious traffic accidents, firearms, hazardous materials, & inclement weather; exposed to blood, body fluids, &/or human tissue at crash sites; exposed to conducting surveillance for extended periods of time in confined spaces; may require travel; may be required to be on call 24/7.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Forensic Specialist Supervisor	67425	EX	05/03/2015	13

**JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Supervises assigned staff & independently develops, validates, establishes, & implements forensic principles, specialized tools, equipment, computer software programs & technologies, & various policies & procedures utilized by lower level specialized staff to collect, preserve, examine, &/or forensically analyze (e.g., prepares original images & backup copies; recovers damaged, corrupted, deleted, hidden, &/or encrypted files &/or data from various data storage devices; interprets computer based evidence stored on electronic devices; tracks & inventories physical evidence submitted for examination &/or analysis; documents crime scenes & traffic crashes) evidence of crash & criminal offenses (e.g., homicides & assaults, rape, gross sexual imposition, child pornography, corruption of minor, aggravated arson, burglary cases, hit skip cases, illegal traffic/access into military establishments).

Develops & implements policies & procedures relating to seizure & examination of evidence from analog & digital video & multimedia systems. Reviews & updates policies & procedures on regular basis in order to ensure policies support new computer & imaging technology, software programs, & forensic tools. Makes procedural suggestions to & reviews procedural suggestions received from other law enforcement jurisdictions statewide. Researches & implements tools which image analog & digital media & digital drives (i.e., of original photographic, video, &/or evidence) prior to examination. Trains investigators, law enforcement officials, & lower level forensic computer specialists in specialty areas of photographic, video, &/or related forensic techniques.

Assists investigators in preparation for seizure of photographic, audio/video, forensic metrology/point cloud, or digital multimedia evidence related to criminal activity. Accompanies & assists investigators in field investigations as assigned. Conducts interviews with investigators, victims, & other informed persons to ascertain facts pertinent to criminal cases. Determines best forensic analysis strategy for crash &/or criminal cases. Prepares reports of findings for presentations in criminal case proceedings & testifies as required. Confers with prosecuting attorneys. Receives, maintains, & releases evidence in accordance with agency handling procedures & assures security of seized evidence.

Designs, configures, & maintains complex computer hardware & software systems for use during evidence acquisitions & analysis. Resolves complex technical issues involving equipment connectivity & communications of forensic equipment. Identifies researches, & evaluates computer equipment & software. Drafts & follows up on purchase order requests. Provides assistance to federal, state, & local law enforcement agencies in matters involving photographic, video, &/or audio analysis related crash &/or crime forensics.

Attends seminars & classes for training in specialized forensic software applications, forensic analysis techniques, & other specialized areas. Participates in professional networking forums. Executes verification tests of forensic software & methods to independently validate functionality.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of supervisory principles/techniques\*; employee training & development\*; forensic photography & audio/video theories & practices, including forensic metrology techniques; video & audio & electronic image related computer systems & technology. Skill in operation of personal computer; photography & audio/video equipment. Ability to define problems, collect data, establish facts, & draw valid conclusions; prepare meaningful, concise, & accurate reports; handle sensitive inquiries from & contacts with other law enforcement agencies & general public; demonstrate dexterity to move fingers & limbs to easily performs manual functions repeatedly.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Completion of undergraduate core program in photography, multi-media, forensic science, or related field commensurate with program area (e.g., video/audio analysis &/or photographic analysis) to be assigned per approved Position Description on file; 12 months experience in forensic analysis or related specialty area commensurate with program area.

-Or 36 months experience in forensic analysis or related specialty area commensurate with program area (e.g., video/audio analysis &/or photographic analysis) to be assigned per approved Position Description on file.

-Or 12 months experience as Forensic Specialist, 67421.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**

Must obtain & maintain Ohio Peace Office Training Academy (OPOTA) special subject training certification within first year of employment.

**UNUSUAL WORKING CONDITIONS**

Work involves personal exposure to serious traffic accidents, firearms, hazardous materials, & inclement weather; exposed to blood, body fluids, &/or human tissue at crash sites; exposed to conducting surveillance for extended periods of time in confined spaces; may require travel; may be required to be on call 24/7.