

## **JOB DESCRIPTION**

**Town of Smithfield**

### **PART-TIME CRIMINALIST**

#### **GENERAL SUMMARY:**

Under the general supervision of the Detective Commander, this position applies scientific principles to analysis, identification, and classification of mechanical devices, chemical and physical substances, materials, liquids, or other physical evidence related to criminology, law enforcement, or investigative work, in order to assist Department personnel in solving crimes and attaining successful prosecutions.

#### **ESSENTIAL FUNCTIONS:**

1. Assists detectives in collecting, photographing, preserving and storing evidence;
2. Performs a variety of analytical examinations and interprets laboratory findings;
3. Lifts, searches, and compares fingerprints and interprets findings;
4. Assists detectives in reconstructing crime scenes, preserving marks and impressions made by shoes, tires, and other objects by plaster or moulage casts;
5. Prepares reports or presentations of findings, methods, and techniques used to support conclusions, and prepares results for court or other formal hearings;
6. Maintains records and files, and writes reports of various types;
7. Confers with experts in such specialties as ballistics, fingerprinting, handwriting, documentation, electronics metallurgy, biochemistry, medicine, etc.;
8. Transports evidence to and from the RI State Crime Laboratory and the RI Department of Health Laboratory;
9. Trains and supports police personnel in the field of evidence handling;
10. Assists with the expungement of records, making ID's, corresponding with RI BCI, FBI, and other agencies;
11. Assists detectives in processing and re-registering sex offenders, and maintenance of sex offender registry;
12. Performs related work as required.

## **JOB REQUIREMENTS**

1. Must have successfully completed the Rhode Island State Crime Laboratory's BCI School or equivalent program;
2. Must possess at least three (3) years of experience in criminal investigation techniques;
3. Must possess a high school or general equivalency diploma (GED);
4. Must possess a working competency with Microsoft Windows and IMC software;
5. Must possess an active driver's license;
6. Must possess excellent organizational skills;
7. Must possess excellent verbal and written communication skills.

## **WORKING CONDITIONS**

1. Must possess the ability to work independently;
2. Must possess the ability to accomplish work assignments effectively and efficiently, with minimal supervision.

## **PHYSICAL REQUIREMENTS**

This position requires a Criminalist to perform all functions contained in this job description. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements necessary to accomplish the essential functions:

1. Must possess the ability to lift objects up to forty (40) pounds above waist level;
2. Must possess the ability to operate high density mobile shelving systems;
3. Must possess the ability to communicate by telephone.

**December 2021**