



City of Racine Police Department
Policy and Procedure

Number: 343

Subject: Duties and Responsibilities - Criminalist - Identification		
Date Issued: 5-18-90	Effective Date: 02-17-11	Revision Number: 4

1. Appointment. The Chief of Police shall appoint the Criminalist upon the recommendation of the Position Selection Committee.
 - a. He/she shall report to the Lieutenant of Investigations.
 - b. He/she shall maintain the City Hall work schedule (Mon-Fri).
2. Duties and Responsibilities. The Criminalist shall:
 - a. Be capable of performing all of the essential functions of a sworn police officer which include, at a minimum, but are not limited to the following:
 - (1) Regular and predictable attendance at work.
 - (2) Ability to get along with and work well with others.
 - (3) Ability to make forcible arrests.
 - (4) Ability to operate a motor vehicle under emergency conditions.
 - (5) Ability to qualify with Department firearms.
 - (6) Ability to write clear, concise, accurate reports.
 - (7) Ability to work with computers and programs used by the Department.
 - b. Have knowledge of and obey all policies, procedures, rules, regulations, orders and directives pertaining specifically or generally to this position.
 - c. Check E-Mail, Voice Mail, and any assigned mailboxes at least once each workday.
 - d. Be a qualified Evidence Technician and be able to:
 - (1) Perform as the lead Evidence Technician for the Major Crimes Squad.
 - (2) Process items submitted by officers for latent print recovery, using equipment not available to the Patrol Officer on the street.
 - e. Be able to classify fingerprints for identification purposes.
 - f. Complete and submit requisitions for repairs, equipment; and identification supplies and keep inventory on it.
 - g. Process the fingerprint request for citizens, i.e., military clearance, police applicants, RCSD, probation and parole, etc.
 - h. Annually evaluate Identifications' future needs. Research various sources for equipment, supplies and submit a proposed budget to the Deputy Chief of Investigations or Investigative Supervisor.
 - i. Examine latent lift cards submitted by field evidence technicians to determine the usability of the latent lift cards for comparison purposes. Maintain chain of evidence.
 - j. Prepare written reports as to those latent lifts identified against known offenders. Provide necessary expert testimony in court of law.
 - k. Be able to use the AFIS terminal and be proficient in digital photography.
 - l. Perform other such duties as assigned by the Deputy Chief of Investigations or Investigative Supervisor.
 - m. Perform forensic video analysis.
 - n. Maintain and re-stock equipment in the MCS van.
 - o. Prepare and conduct training sessions for Major Crimes Squad members and shift Evidence Technicians.
 - p. Photograph Department members upon initial employment, subsequent to promotion or to maintain current records.
 - q. Create and distribute Department issued identification cards.
 - r. Create and distribute Department issued identification cards for retired members upon approval by the Planning/Special Events Lieutenant.

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