DENVER
THE MILE HIGH CITY

Office of Human Resources
Criminalist I - CE2825

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General Statement of Duties

Performs entry-level professional work while receiving training in the principles, practices, methods, and techniques of forensic crime scene investigation and/or forensic video and digital imaging analysis. Incumbents work under close supervision of a Supervisor as the employee gains experience, assignments may expand in complexity and scope.

Distinguishing Characteristics

This class performs entry level work while receiving on-the-job and formal training in the investigation, identification, collection, preservation, packaging, transportation, and documentation of physical evidence on both major and minor crime scenes. This class also performs entry level forensic imaging analysis and photographic support services, which includes processing and analyzing digital video evidence. This class is distingusihed from the Criminalist Technician, who are not responsible for training new incumbents.

This class is distinguished from the Criminalist II, who performs full professional level forensic crime scene investigation and forensic video/digital imaging analysis work collecting, analyzing, and processing complex crime scene evidence with minimal Supervisor direction.

Essential Duties

Receives comprehensive instruction to identify, collect, preserve, package, and document biological evidence, trace evidence, impression evidence, and other physical evidence on routine cases.

Identify, collect, preserve and maintain the integrity of digital video evidence in the field or laboratory; examine and analyze evidence; document description and condition of item; and ensure accuracy of information documented.

Analyzes evidence to determine suitability for submission.

Packages evidence and maintains chain of custody to preserve/prevent contamination to physical evidence and to protect digital video evidence from deleterious changes.

Utilize computers, operating systems and various specialized software for video analysis.

Prepares routine technical departmental reports.

Transports and submits evidence to the Property and Evidence Section.

Testifies in court as a witness to their involvement with crime scene processing and/or digital imaging/video.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Skilled in performing measurements of evidence at crime scenes using a variety of manual, electronic, and computerized measuring devices.

Knowledge of the general operation of weapons.

Knowledge of the proper use of latent print powders, chemicals, alternate light sources, and specialized equipment to search for, locate, recover, and preserve trace evidence, impression evidence, and biological fluids.

Knowledge of the use of digital video recorders (DVRs), computer equipment and specialized software to collect, analyze and properly preserve digital video evidence.

Knowledge of the scientific principles, methods, and processes used to conduct a systematic and objective inquiry including study design, collection, analysis, and interpretation of data, and the reporting of results.

Level of Supervision Exercised

None

Education Requirement

Bachelor's Degree.

Experience Requirement

One (1) year of experience in crime scene processing; digital multimedia editing and video enhancement; and/or an internship with a forensic laboratory or criminal justice organization.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

Valid Driver's License at the time of application.

By position, ability to obtain IAI Certified Crime Scene Investigator, Level 1 certification within two years of employment.

By position, ability to complete LEVA Levels 1-4 training within 4 years of employment.

It is a condition of employment that the Denver Police Forensics & Evidence Division Form for Consent for Collection of a DNA Sample be completed at the time of hire.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Subject to varying and unpredictable situations.
Subject to many interruptions.
Pressure due to multiple calls and inquiries.
Potential exposure to chemicals, gas and low-level radiation.
Potential exposure to cold weather conditions (indoor/outdoor).
Potential exposure to hazardous anesthetic agents, body fluids, and bio-wastes.
Potential exposure to hazardous conditions where there is danger to life, body, and/or health.
Potential exposure to hazardous/toxic chemicals.
Potential exposure to hazards from electrical/mechanical/power equipment.
Potential exposure to hot and humid work environment.
Potential exposure to housekeeping/cleaning agents/chemicals.
Potential exposure to infections and contagious diseases.
Potential exposure to odorous chemicals and specimens.
Potential exposure to pesticides or fertilizers.
Potential exposure to risk of blood-borne diseases.
Potential exposure to unpleasant elements (accidents, injuries, and illnesses).
Handles emergency or crisis situations.
Noise: sufficient noise to cause distraction.
Subject to hazards of flammable or explosive gases.
Subject to long, irregular hours.
Subject to: traffic, roadways, and pedestrians.
Subject to precarious or high locations.
Wet: frequent contact with water or other liquid.
Works in confined, uncomfortable or awkward locations.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Accommodation: Ability to bring objects into focus.
Balancing: Maintaining equilibrium.
Carrying: Transporting or moving an object.
Climbing: Ascending or descending an object or ladder.
Color vision: Ability to distinguish and identify different colors.
Crawling: Moving about in a low or crouched position.
Crouching: Positioning body downward and forward.
Depth Perception: Ability to judge distances and space relationships.
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.
Field of Vision: Ability to sharply detect or perceive objects peripherally.
Fingering: Picking and pinching, through use of fingers or otherwise.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Kneeling: Assuming a lowered position.
Lifting: Moving objects weighing no more than 50 pounds from one level to another.
Pulling: Exerting force upon an object so that it is moving to the person.
Pushing: Exerting force upon on object so that it moves away from the person.
Reaching: Extending the hands and arms or other device in any direction.
Repetitive motions: Making frequent or continuous movements.
Smell: Ability to perceive or detect a variety of odors.
Standing: Remaining in a stationary position.
Stooping: Positioning oneself low to the ground.
Talking: Communicating ideas or exchanging information.
Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.
Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check
Education Check
Employment Verification
Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: NE-15
FLSA Code: N
Established Date: 7/14/2019
Established By: SO
Revised Date: 6/20/2025
Revised By: BM
Class History: 3/7/22 Updated Essential Duties, Knowledge & Skills and Education; 11/29/23 Updated Education Requirement of Bachelor's Degree and Assessment Requirement adding Vision; 6/20/25 - Removed Default Assessment Test per TA/HRTI audit.