

DEPARTMENT OF JUSTICE  
DIVISION OF LAW ENFORCEMENT  
BUREAU OF FORENSIC SERVICES  
SANTA ROSA LABORATORY  
Crime Analyst I  
420-586-0109-xxx  
**Vacant**

**JOB TITLE:** Crime Analyst (CA) I

**STATEMENT OF DUTIES:** Under the general supervision of a Criminalist Manager or Criminalist Supervisor, the CA I is responsible for establishing and coordinating the operations of the laboratory's evidence control system. The CA I utilizes various law enforcement database systems to perform technical and analytical duties for the Bureau of Forensic Services (BFS or Bureau). Duties include: receiving and evaluating the submission of case evidence; reviewing, processing and researching associated case information; establishing and ensuring the accuracy of the chain of custody for each submitted evidence item; monitoring and maintaining the laboratory's evidence storage areas; and processing property information.

**SUPERVISION RECEIVED:** Supervised by a Criminalist Manager or Criminalist Supervisor.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Ability to work at a computer workstation for extended periods of time and ability to type for extended periods of time. Some standing and reaching is required as is the ability to lift up to 50 pounds.

**TYPICAL WORKING CONDITIONS:** While working in the laboratory, the CA I is in a controlled environment. If called to testify in court, the CA I may be in an uncontrolled, stressful work environment.

**ESSENTIAL FUNCTIONS:**

40% Maintain and apply knowledge of the laws, regulations, policies and best practices applicable to the handling, storage and destruction of the types of evidence submitted to BFS laboratories. Independently receive, record and store all submitted evidence in accordance with established BFS policy and the requirements of JusticeTrax, the Bureau's Laboratory Information Management System. Maintain and ensure the accuracy of the chain of custody of each evidence item. Review and examine court documents to ensure evidence was seized pursuant to court order. Ensure proper categorization of evidence items, proper evidence protection, preservation and storage conditions. Examine submitted evidence to ensure compliance with the evidence packaging, sealing, and labeling. Work with external agencies including local labs and law enforcement to resolve any issues related to their submission of evidence. Routinely utilize law enforcement databases to research, catalogue and track evidence and validate records and history. Develop and maintain proficiency in the operation of existing or evolving

electronic computer programs and databases. Assign and coordinate examination requests for evidence analysis based on evaluation of evidence type and analysis sequence. Ensure the appropriate release, transfer, or return of evidence, as appropriate, to client law enforcement agencies, BFS labs, or other labs, and update the final evidence disposition in JusticeTrax. Develop methods and procedures and apply knowledge of Bureau quality assurance, safety and security requirements in order to maintain conformance to accreditation standards and compliance with applicable rules and regulations.

- 10% Coordinate the annual evidence inventory audits conducted for quality assurance purposes. Analyze evidence control records, research discrepancies, and work to resolve any issues that are identified. Prepare evidence inventory reports.
- 10% Coordinate the destruction or disposal of evidence and assets in accordance with applicable laws, regulations, and policies, ensuring court orders have been obtained or survey requests approved as necessary. Ensure equipment and sensitive items are tracked and appropriately asset-tagged in accordance with Department policy. Prepare and submit Internal Transfer of Assets (JUS 111) when assets are assigned or transferred. Conduct inventories of assets assigned to the laboratory. Receive and track incoming equipment and supplies. May process invoices and assist with purchasing. When necessary, arrange for office equipment maintenance and repair.
- 10% Answer questions from client law enforcement agencies and District Attorney offices regarding case receipt and status. Distribute BFS evidence collection kits and supplies to client agencies. Archive case files according to the Bureau's record retention schedule. Maintain record location and disposition information. Handle confidential destruction of appropriate material based on Bureau policy. Testify in court as an expert witness on chain of custody and evidence handling. Act as a backup on telephone coverage.
- 15% Prepare purchasing documents for the acquisition of evidence supplies provided to law enforcement agencies. This also includes obtaining quotes, submitting completed requests for approval, documenting the receipt of ordered goods, processing invoices, tracking supply inventories, and being a CalCard holder.
- 10% Collect, log, compile, and reconcile raw data into various databases; prepare reports, statistical charts, graphs, and spreadsheet presentations for administrative purposes. Because this case-related information is of a sensitive and confidential nature, the incumbent is required to be knowledgeable about the content, design, and format of the material.

#### **MARGINAL FUNCTIONS:**

- 5% Act as the laboratory's vehicle coordinator. Maintain vehicle use logs, maintenance records, keys, and mileage logs, and conduct damage assessment. Arrange for vehicle service when necessary and report monthly vehicle mileage. Compile spreadsheets and administrative reports as required by BFS HQ. Act as the laboratory's vehicle fleet card custodian.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

\_\_\_\_\_  
Employee's Signature                      Date

\_\_\_\_\_  
Supervisor's Signature                      Date