FORENSIC INTELLIGENCE ANALYST
CS-0301-12

INTRODUCTION

This position is located in the Department of Forensic Sciences (DFS). The mission of the DFS is to provide high-quality, timely, accurate, and reliable forensic science services using best practices and best available technology, focusing on unbiased science and transparency, to enhance public safety and health.

The position is responsible for gathering DC crime intelligence from all types of public and law enforcement media, coordinating and consolidating all of the necessary information and correspondence (e-mails, phone calls, electronic transmissions, paper submissions, etc.) related to the testing requests of physical forensic evidence submitted to the DFS and generating statistical reports as part of the Forensic Intelligence Unit (FIU) under the Forensic Science Laboratory Division (FSL).

MAJOR DUTIES

Receives and reviews requests for analysis from DFS stakeholders and contributors.

Provides support in coordinating evidence transfers to and between forensic units within the DFS.

Enhances customer service by communicating with internal and external customers on requests for analysis from stakeholders and contributors and managing FSL intelligence related correspondence.

Maintains manual and electronic case management logs.

Plans and carries out procedural and technical processes as required, seeks assistance as needed, and coordinates cross jurisdiction work efforts with others when necessary. Exercises initiative while developing solutions to common technical and procedural problems.

Keeps abreast of current industry, scientific, and regulatory developments and issues; communicates strategies to accommodate change; and prepares clear, concise, technically competent, regulatory compliant reports and presentations.

Keeps abreast of current mayoral initiatives and crime trends and helps track resolutions of cases that receive media attention.

Coordinates and gathers data, and generates reports using specialized software on multiple computer platforms.

Gathers documentation of division priorities for managerial data-driven performance metrics and validates the data generated from computer platforms reflecting the division's existing workload.
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Understands the difference and provides assistance with internal, external, and grant-related metrics.

Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

Knowledge of forensic evidence collection along with knowledge of various forensic science laboratory testing methods, laboratory information management systems, crystal reporting, intelligence management, and evidence coordination policies, procedures, and protocols.

Knowledge of accreditation standards and requirements, as well as quality management systems related to ISO 17025 or current forensic science laboratory international accreditation standards and accrediting body supplemental requirements.

Comprehensive knowledge of the rules of evidence and the methods used in presenting evidence in court; and, policies and procedures for maintaining evidence integrity and the chain-of-custody.

Ability to recognize and work with chemicals and biohazards in a safe manner; understands the variety of scientific tests and analyses utilized in the laboratory.

Skilled in customer service practices and intelligence management to promote effective professional relationships with internal and external customers and be able to work safely in a laboratory environment without presenting a threat to self or others.

Excellent oral, visual aid, social media, and written communication skills sufficient to write, communicate, and present reports clearly, concisely, and cohesively. Comprehensive knowledge of qualitative and quantitative analyses and methods; ability to analyze and synthesize statistical data, create and produce electronic reports, and provide written and technical correspondence.

Skill and ability to use personal computer and various software applications to prepare, store and retrieve data, and other software associated with the assignment.

Ability to testify effectively in court as needed.

**SUPERVISORY CONTROLS**

Work under the supervision of the Forensic Intelligence Manager, who makes assignments in terms of objectives, priorities and timelines. The supervisor discusses timeframes and the scope and the nature of the assignment including the possible stages. The incumbent plans and carries out assignments and keeps supervisor informed of progress on assignments.
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The work is reviewed in conformance with guidelines, adherence to SOPs, standards, and instructions; feasibility, soundness of overall approach and the effectiveness of meeting objectives, deadlines, and expected results.

GUIDELINES

Guidelines consist of policies and procedures of DFS; governing laws and regulations of the District and Federal Government; methods, processes, techniques, procedures, protocols, testing regulations, previous/precedent cases, technical references, forensic techniques and literature, catalogs and handbooks, internal protocol and instructions, etc. These guides are normally applicable, but may require the incumbent to exercise judgment when applying them to specific work situations or cases that may not be covered.

COMPLEXITY

The work requires the incumbent to perform various technical duties which involve different and sometimes unrelated processes and methods that are also associated with information technology, grants coordination, quality assurance, and quality control. May be required to switch frequently from one type of technical assignment to other types which may be substantially different in terms of equipment, techniques, and methods used, specific data produced, and/or uses to which the data will be put; or ongoing or long term responsibility and/or independently executes or assists with defining portions of more comprehensive long-range projects/assignments. The incumbent is given responsibility to execute the work or is expected to utilize/exercise discretion in selecting the most advantageous methods to accomplish the work and seek supervisory guidance as appropriate. Judgment is required in applying a wide range of conventional, established approaches, methods, techniques, and solutions to new situations. Identifies and recommends resolution of discrepancies in data based; adjusts work methods to accommodate unusual conditions; and/or recommends or determines the data to use, record or report.

SCOPE AND EFFECT

Conducts required case-management processes and assists team members as needed. Ensures all documentation is accurate, timely, and in the appropriate order for court cases in compliance with the agency's standards and policy.

The work covers the administrative areas of laboratory casework (case triage, schedule of analysis, Chain of Custody of evidence, maintenance of communication logs, etc.), information technology of forensic science software and systems, and reporting.

The results of the work effects the agency’s credibility; accuracy and effectiveness in field investigations; forensic laboratory tests; and ensures its relevancy to the case to assist with closure. The results are also binding and may affect the judicial proceedings.
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PERSONAL CONTACTS

Contacts are with agency officials and employees, laboratory personnel, DFS stakeholders, consultants, attorneys, regulatory agencies, the general public, law enforcement, other scientists, and investigators.

PURPOSE OF CONTACTS

Contacts are for the purpose of obtaining and/or exchanging factual information (i.e. collecting/gathering, coordinating, and consolidating all pieces of information from emails, phone calls, electronic transmissions, paper submissions, etc.) and to provide advice or guidance or influence other parties about its findings and analysis.

PHYSICAL DEMANDS

Work is primarily sedentary; however, walking, standing, bending, climbing, or carrying light items such as small instruments, samples, small boxes and equipment under 50 lbs., etc. may be required. Incumbent must possess sufficient manual dexterity to manipulate and operate desktop computers and administrative related laboratory equipment.

WORK ENVIRONMENT

The work is performed in the normal office setting which is adequately heated, lighted and ventilated.

OTHER SIGNIFICANT FACTORS

A Bachelor's degree in a relevant field is preferred. Five (5) to seven (7) years of relevant experience, at least one year of which is a specialized experience equivalent to grade 11 level; OR an equivalent combination of education, training, and experience.

SPECIAL REQUIREMENTS

This position's duty station will be housed within the Consolidated Forensic Laboratory (CFL) which is a protection-sensitive facility. As such, incumbent of this position shall be subject to criminal background checks, background investigations, and mandatory drug and alcohol testing, as applicable.

The nature of the DFS mission includes the potential risks associated with biological or chemical hazards, including morgue functions. Although contact with these functions is intended to be minimal, the risks are nevertheless possible. Training to recognize, address, and mitigate these risks is required as dealing with potentially personally difficult topics, such as crime, death, and disease.

LICENSE/CERTIFICATION: None