CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 647.9

Job Title: **FORENSIC ARTIST**

Pay Grade: 19

GENERAL SUMMARY:

Provides artistic assistance to law enforcement officers to identify criminal suspects and victims of crimes. Interviews victims and witnesses to create facial composite sketches. Creates drawings, scale diagrams and models of crime scenes.

RESPONSIBILITIES:

- Interviews witnesses and victims of crimes to obtain verbal descriptions in order to create a freehand drawing or sculpture of criminal suspects.
- Prepares freehand facial composite sketches and postmortem drawings.
- Artistically enhances or alters composite images produced with Indenti-kits.
- Artistically enhances or alters surveillance photographs.
- Sketches composites or sculpts likenesses from decomposed or partially decomposed remains.
- Monitors and coordinates distribution of artwork for flyers, bulletins, news releases, etc.
- Coordinates with officers to obtain pertinent information from case reports and statements prior to composite interviews.
- Maintains case records for use in determining clearance rates; ensures proper handling of drawings as evidence for potential use in court.
- Testifies in court on a limited basis regarding witness and victim interview and integrity.
- Utilizes law enforcement identification techniques to assist in the identification of suspect(s) and deceased victim(s) and to review crime scenes, etc.
- Assists other divisions within the Houston Police Department and other police agencies.
- Diagrams crime scenes from personal observation or from dimensions, photographs, or verbal descriptions provided by law enforcement officers, witnesses and victims.
- Operates, maintains and trains law enforcement officers in the use of the CompuSketch computer system.

SPECIFICATIONS:

KNOWLEDGE:

Requires the ability and knowledge for analysis and interpretation of procedures, policies and practices attainable through education and/or training programs in a specialty or technical field. Requires advanced vocational or electronic skills or a basic knowledge of a professional field. An Associate's degree or certification/licensing in a technical specialty program of over 18 months and up to three years duration are characteristic of this level.

SPECIFICATIONS: (continued)

EXPERIENCE:
One year of experience as an artist is required. Prior law enforcement forensic art experience is preferred.

SUBSTITUTION:
Recognized certifications in forensic art may be substituted for the education and/or experience requirement.

COMPLEXITY:
Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:
Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:
The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:
There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

PHYSICAL SKILL:
Requires the ability to make complex coordinated and sequenced motor movements in response to rapidly changing external stimuli.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Forensic Artist

Effective: October 1990
Revised: October 2022