



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 873.2

Job Title: **FORENSIC PHOTOGRAPHER**

Pay Grade: 14

GENERAL SUMMARY:

Performs forensic photography of crime scenes and/or crime scene evidence.

RESPONSIBILITIES:

- Performs still photography including site and shoot set-up, actual shoot, processing and developing, and final assembly.
- Sets up and positions camera for shoot; selects proper film type and exposure, adjusts camera settings and selects proper background and angles.
- Processes, develops and prints film or photos; makes enlargements or special photos as requested; performs digital enhancements, enlargements and color corrections.
- Establishes chain of custody for photographic evidence. Prepares crime scene and/or laboratory notes and reports to supplement photographic evidence.
- Monitors and maintains photographic supplies and chemicals.
- Coordinates, edits and assembles photography for special related projects.
- May video crime scenes or crime scene evidence.
- May testify in a court of law regarding photographic evidence.
- May make photographic records of City ceremonies, award presentations and special events.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate's degree in Photography or a directly related field.

EXPERIENCE:

One year of experience in photography is required.

Professional photography experience may be substituted for the education requirement on a year-for-year basis.

Certification: In the Fire Department, certification by the National Fire Protection Association in Fire Cause and Origin Investigation must be obtained within one year of being in the classification.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. 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 lower-level service representatives and vendors and occasionally with citizens, visitors and/or mid-level government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

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 occasional exposures to significant levels of heat, cold, moisture and air pollution. The position may involve infrequent 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 closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

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

JOB FAMILY:

Forensic Photographer
Forensic Photographer Supervisor

Effective Date: October 1990

Revised Date: July 2000