

Job Title	Forensic Photographer	Created 10-2023
Reports to:	Director of Operations	
Department	Photography	
Position Description	<p>The purpose of the position is to produce a variety of complex still assignments related to forensic photographic products that accurately portray subject matter information or events. The work products impact determination of cause and manner of death, the decedent identification process, and legal proceedings. The work products affect a wide range of agency activities such as decedent and death scene historical documentation.</p> <p>Under general supervision, entry level classification, position in this class independently performing recurring, well-precedented tasks using standard methods and techniques. Incumbents establish and maintain quality control and ensure proper preservation and documentation of photographs. Employee receives instruction or assistance as new or unusual situations arise and are expected to become/ remain up to date regarding methods, protocols, procedures, and applicable regulations. Employee trains other staff in proper photographic techniques.</p>	
Major/Essential Functions	<ol style="list-style-type: none"> 1. Photographs a variety of subjects and materials including decedent examinations (full, limited, and external exams), clothing, property, specimen, vehicles, death scenes, or other physical evidence. 2. Assists the forensic pathologist during examination in documenting identifying characteristics on a decedent, such as tattoos, wounds, scars and other paraphernalia; documents photographic processes and procedures; follows chain of custody with photographic evidence as necessary. 3. Uploads forensic images, photomicrographs and scans to the agency's case management system (MDILog). Imports x-rays and videos obtained from other sources during the death investigation process into the case management system, network servers, or other digital media storage devices. 4. Processes images in multiple file types using a wide variety of software tools for investigative, scientific, and court presentation purposes; processes raw image files from digital media cards; processes property or digital media cards for other departments. 5. Collaborates with staff to provide necessary photographs for court hearings and other legal matters, forensic evidence requests, or public records requests. 6. Uses a scanner to digitize film, prints, and other copy work; assists with preparation and presentation of images for reports and exhibits; prepares and maintains digital files in accordance with applicable policies and procedures. 7. Provides hands-on training of new and current employees on department specific photographic techniques. 8. Prepares various reports, records, and other documents. 9. Participates in the decedent release process by capturing and processing decedent release photographs, serving as a witness and review of paperwork associated with the release. 10. Provides guidance and technical advice to other staff personnel. 11. Reviews and resolves issues/problems related to equipment. Maintains inventory of photographic equipment. Keeps all photographic equipment and peripherals in good working order. 12. Stays up to date on latest forensic photography techniques, and maintains awareness of changes in digital photographic and editing software technology. 	
Additional Functions	<ol style="list-style-type: none"> 1. May assist in developing standard operating procedures related to photography, videography, and other digital media. 2. Aides in decedent identification by providing identification photograph for viewing by the next of kin. This process involves making the decedent visually identifiable while reducing the sight of trauma utilizing advanced computer graphic techniques. 3. Assist with educational activities, trainings, and meetings. 4. Performs miscellaneous responsibilities related to photography laboratory; tracks inventory and supplies. 5. Special projects and other duties as assigned. 	
Qualifications	The ideal candidate has at minimum an associate degree in photography or related field, or equivalent experience. one (1) year of photography studio or laboratory setting. or an	

	<p>equivalent combination of education and experience. Ability to communicate effectively, both verbally and in written format; ability to maintain effective working relationships with co-workers, county employees, government agencies, outside organizations, media, and the general public.</p> <p>Knowledge of ORC 313 and related sections; knowledge of evidence collection and transfer techniques; knowledge of human anatomy; knowledge of criminal justice system; knowledge of medical terminology; knowledge of health and safety standards and practices. Ability to secure work area; ability to operate personal computer, facsimile, copier, and digital cameras and software.</p> <p>Must acquire and maintain valid Ohio driver's license. Employment offers will be contingent on the successful completion of a background check and drug screen. The use of medical marijuana or cannabidiol (CBD oil) shall not be permitted. English is the official language of this position. Knowledge of Spanish, Arabic, Somali or Nepali is an asset.</p>
Preferred Qualifications	A bachelor's degree in photography or related field with two (2) or more years' experience performing digital and conventional photography in coroner and/or medical examiner's office (or forensics field); or an equivalent combination of education, training, experiences, or certification by International Association for Identification - Forensic Photography certification.
Additional Requirements	<p>Position may require any or all of the following:</p> <ol style="list-style-type: none"> 1. FEMA ICS 100, 200, and 700 courses 2. Franklin County Human Resources Courses (Ethics, Customer Service, Multicultural Awareness, First Aid/CPR/AED, and CRASE) 3. Adobe Photoshop, Extensis Portfolio, and Camera RAW are required. 4. Additional competencies in other photo software applications as needed.
Security Sensitive?	Yes
Physical Demands	Physical requirements include lifting-carrying of 50-100 lbs. constantly; visual acuity, speech, and hearing; hand and eye coordination, and manual dexterity necessary to operate computer keyboard and photography equipment. Subject to smelling, handling, walking, sitting, standing, bending, reaching, and twisting to perform the essential functions.
Pay	\$21.00-\$25.00 /hr
Regular or Temporary Essential Status	Regular Essential
Full time or Part time	Full Time
Classified or Unclassified	Classified
Bargaining Unit	Non-bargaining
FLSA	Exempt
Job Category	Technical
Schedule	Shifts may be fixed or rotating at management's discretion.