

FORENSIC SUPERVISOR

Definition:

Under general supervision, plans, organizes, supervises, and reviews the work of civilian personnel assigned to the Forensic Services Detail, including field and office staff; supervises, plans, and coordinates a comprehensive forensic services program, including processing complex and major crime scenes, analyzing physical evidence, recording or visualizing physical and trace evidence; and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Manages the activities of the crime scene investigation unit.

Plans, organizes, supervises and reviews the work of subordinates; sets work schedules; trains and evaluates assigned staff; participates in the selection of assigned staff.

Assigns work based upon priorities of cases and available personnel; evaluates the evidence requirements of cases; monitors work progress and reviews results for accuracy and completeness of assignment.

Remains current on industry standards and new or innovative evidence gathering and crime scene investigation techniques and tools; ensures staff is also kept current through training and other notification processes.

Identifies specific training needs of staff; designs, develops and coordinates training programs related to crime scene investigation and evidence preparation.

Assumes control of crime scenes as the field supervisor; participates in complex and or sensitive investigations and evidence gathering; assists subordinates in specialized or difficult work.

Prepares a variety of narrative and statistical reports related to evidence gathering and crime scene investigations. Prepares and gives expert court testimony.

Evaluates changes in technology and/or the law; recommends and implements new/revised practices, policies and procedures accordingly.

Assists in budget preparation by providing input regarding staffing, training and equipment requirements.

Acts as a liaison with the courts to ensure the efficient and accurate processing of

information.

Maintains liaison with other agencies, committees, etc. and advises superiors regarding new procedures, innovations, and problems that may arise; attends meetings related to area of assignment.

Operates a personal computer and uses applicable software to produce a variety of reports and correspondence.

Drives a vehicle on City business

Other Duties and Responsibilities

Performs related duties and responsibilities as required.

Class Characteristics

Forensic Supervisor is a single incumbent supervisory position with responsibility for the safe, efficient and effective operation and administration of the Crime Scene Investigation Unit.

Contacts and Relationships:

The Forensic Supervisor establishes and maintains contact with staff in the Crime Scene Investigation unit and other Police Department staff. Additionally, contact will occur with a variety of individuals to include suspects in custody, victims, witnesses, court personnel, other City employees and the public.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of the class are as follows:

Knowledge of:

Principles and techniques of supervision related to the direction, evaluation and training of subordinates.

Criminal law including rules of evidence.

Goals, methods and techniques of modern crime scene investigation and the development of information from physical evidence.

Crime scene techniques and analytical procedures including photography, sketching, latent print development Deoxyribonucleic Acid (DNA) evidence recognition, collection and preservation.

Evidence analysis and interpretation; and type and content of testimony which constitutes

being an expert witness.

English usage, spelling, grammar and punctuation.

Negotiating and conflict resolution techniques.

Public relations and customer service techniques.

Budgeting methods and procedures.

Computer applications related to area assigned.

AND

Ability to:

Analyze, interpret, apply and enforce applicable federal, state, and local policies, procedures, laws, regulations and department policies.

Effectively and efficiently schedule, supervise and train personnel engaged in the field investigation of crime scenes or the laboratory processing of physical evidence; coordinate work efforts with other police units.

Assess requests for service and make appropriate personnel and equipment assignments.

Coordinate field activities of employees; monitor field and laboratory assignments and provide assistance when necessary.

Perform evidence gathering and crime scene investigations of complex and/or sensitive cases.

Prepare and give expert court testimony regarding cases; remain current on new technology and laws affecting the forensic services detail.

Develop, schedule and participate in training programs.

Perform research and analysis, make recommendations and prepare detailed, comprehensive reports.

Establish liaison with the court system.

Adhere to deadlines and handle multiple projects

Exercise tact, courtesy, and diplomacy in understanding problems, explaining regulations, and recommending solutions.

Understand and carry out oral and written instructions and use independent judgement

and initiative; makes sound decisions in accordance with established procedures and policies.

Communicate effectively orally and in writing.

Meet the public with courtesy and tact.

Establish and maintain effective public relations and relations with those contacted in the course of work.

Operate a personal computer and use applicable software.

A typical way to obtain the knowledge and qualifications is as follows:

Education:

College coursework in police science or a related field from an accredited college with some coursework in photography and forensic science. An Associates or Bachelor's degree is highly desirable.

AND

Experience:

Four years of experience as a forensic specialist, crime scene investigator or identification technician with a police agency performing complex duties related to evidence gathering and crime scene investigation.

Special Requirements

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Must be able to successfully pass a Police Department pre-employment screening process

Must be able to work a flexible schedule, to include overtime, emergency call back, shift work, nights, holidays and weekends to accommodate City needs.

Per California Government Code §§3100 – 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Physical Tasks and Working Conditions Include the Following:

Work is performed in a laboratory environment, in an office and at crime scenes requiring both indoor and outdoor work. When work is performed outdoors, there is exposure to the elements. The incumbent performs evidence identification which may include exposure to chemicals, contact

with blood and other bodily fluids/products. The incumbent drives a vehicle on City business, uses a computer and may sit or stand for long periods of time. The incumbent grasps, sits, stoops, crouches, crawls, stands, walks, bends, kneels, pulls, pushes, climbs stairs, ladders and inclines, twists and may lift and carry items weighing up to 50 pounds. The incumbent may participate in aerial photography assignments which requires being a passenger in a helicopter or light, fixed wing aircraft. The Forensic Supervisor must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed. The position may involve assignments at night, on the weekends, and holidays.

Fair Labor Standards Act Designation: Exempt.

Established July 2018