

FORENSIC SUPERVISOR

AGENCY/DEPARTMENT: Police/ID-Evidence

Reports to: Police Captain **Supervises:** Forensic Specialist, Evidence Technician

Date Approved: 03/31/2005 Date of Last Revision: N/A

Approved By HR Director: Linda Matthews

JOB SUMMARY: Under general supervision, plans, coordinates, and supervises the activities and operations of the Police Forensics Unit; ensures work quality and adherence to policies and procedures; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is characterized by its responsibility for the supervision of day-to-day operations and administration of the Forensics Unit, including crime scene investigation; evidence collection, processing and storage; and fingerprint processing and analysis.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- 1. Coordinates the organization, staffing, and activities of the forensics operation; provides forensic expertise to ensure appropriate application of scientific principles and technical procedures.
- 2. Participates in the development and implementation of unit goals, objectives, policies, procedures and priorities.
- 3. Supervises and directs the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.
- 4. Directs, coordinates, and reviews the work plan for the unit; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; and reviews and evaluates work products, methods and procedures.
- 5. Prepares budget recommendations, monitors personnel and internal services expenditures; ensures expenditures remain within budgetary limitations.
- 6. Directs and oversees the preparation and maintenance of unit records and reports.
- 7. Oversees and inspects the retention, auctioning, assignment, release and destruction of evidence and property.
- 8. Inspects evidence facility to ensure procedural compliance and safety.
- 9. Supervises the utilization and maintenance of chemicals and equipment used in unit operations to ensure safety and regulatory compliance.
- 10. Responds to inquiries and complaints; performs related research.
- 11. Remains current on industry standards, techniques, and regulatory requirements.
- 12. Coordinates communications and interactions with departmental staff and other City departments.
- 13. May perform the work of subordinates when assisting in complex and/or sensitive investigations and evidence gathering; assists subordinates in specialized or difficult work.

QUALIFICATION GUIDELINES:

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ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: Equivalent to an associate's degree from an accredited college or university in

criminal justice, public administration, or a related field.

EXPERIENCE: Five years in forensic operations, including evidence gathering, crime scene

investigation, and fingerprint processing and analysis.

KNOWLEDGE OF:

- Principals and practices of forensics including crime scene investigation, bloodstain pattern analysis, fingerprint identification, and forensic photography.
- Principals and practices of supervision, training, and administration.
- ➤ Applicable federal, state, and local laws, codes, and regulations governing forensics, crime scene investigation, and rules of evidence.
- Principals and practices of record-keeping, inventory control, and warehouse safety.

ABILITY TO:

- > Supervise, train and evaluate staff; plan and coordinate work assignments.
- > Analyze problems, identify alternative solutions, and implement recommendations.
- Interpret and apply applicable policies, procedures, laws, and regulations.
- Define objectives, set goals and priorities, and manage resources.
- Coordinate and monitor the field and lab activities of employees.
- Prepare and maintain accurate and complete records and reports.
- Operate computer using relevant word processing, spreadsheet, and graphic software.
- Interact and communicate effectively, both orally and in writing.
- > Establish, maintain and foster positive, harmonious, and effective working relationships.

LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at time of appointment and throughout employment.

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

DESIRABLE:

Lead or supervisory experience.

Valid certification in any one of the following forensic disciplines: Bloodstain Pattern Analysis, Crime Scene, Forensic Photography, Latent Print, Tenprint Fingerprint.

FLSA Exemption Status: Non-Exempt

Employee Unit: Unit 5, Technical/Professional Services

DOT Program Participant:
Job Family: Police Non-Sworn

Class Progression: Evidence Technician

Forensic Specialist Forensic Supervisor

Date Class Established: February 15, 2005

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