



FORENSIC FIELD SUPERVISOR

JOB SUMMARY: Under general direction, performs, plans, coordinates and supervises field and laboratory activities related to crime scene investigation including the collection, preservation and processing of evidence and fingerprints, and forensic photography work; performs a full range of complex and technical crime scene investigation duties; and performs related work as required.

DISTINGUISHING CHARACTERISTICS: This class is characterized by its responsibility for the supervision of day to day operations and administration of the Forensic Unit, including crime scene investigation, evidence collection, processing and storage, and fingerprint processing and analysis. Incumbents function as working supervisors and perform the more complex and difficult assignments. It is distinguished from the Forensic Manager by the latter's responsibility for directing and managing the work of the Division and staff.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Plans, organizes, supervises, and reviews the work of Forensic staff engaged in field and laboratory activities related to crime scene investigation and evidence preparation.
2. Assumes control of crime scenes as the field supervisor; participates in complex and sensitive investigations and evidence gathering; assists subordinates in specialized or difficult work.
3. Assigns, reviews, and prioritizes investigative caseload; monitors work progress and reviews results for accuracy and completeness of assignment.
4. Supervises and directs the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.
5. Oversees and participates in the training of employees in the methods and procedures of evidence collection and preservation.
6. Supervises the use, care, and operation of forensic equipment and acts as lead for laboratory operations.
7. Performs regular administrative and technical reviews of various reports.
8. Provides input and recommendations to policies and procedures for overall improvement to unit operations.
9. Assists in budget preparation by providing input regarding staffing, training and equipment requirements.
10. Directs and oversees the preparation and maintenance of unit records and reports.
11. Supervises the utilization and maintenance of chemicals and equipment used in unit operations to ensure safety and regulatory compliance.
12. Responds to inquiries and complaints; performs related research.
13. Remains current on industry standards, techniques, and regulatory requirements.
14. Coordinates activities with other units, divisions, departments, and outside agencies.
15. In addition to supervisory duties, this class may perform all Forensic Specialist duties and other related duties as assigned.

MINIMUM QUALIFICATIONS:

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, forensic science, physical/life science or a related field.

EXPERIENCE: Three years of increasingly responsible experience in forensic operations, including one year in a lead or supervisory capacity.

KNOWLEDGE OF:

- Principles and practices of forensics including crime scene investigation, bloodstain pattern analysis, fingerprint identification, forensic photography, and evidence recognition, collection and preservation.
- Applicable Federal, State, and local laws, codes, and regulations governing forensics, crime scene investigation, and rules of evidence.
- Safety precautions and regulatory requirements applicable to the use, storage and disposal of biohazards and chemicals.
- Principles of supervision, training and performance evaluation.
- Principles and procedures of record keeping and reporting.
- Safe driving principles and practices.
- Modern office procedures and equipment including computer hardware and software.

ABILITY TO:

- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Prepare and maintain accurate and complete records.
- Direct the work of lower level staff including selection, supervision, training, and evaluating assigned staff.
- Operate and maintain a variety of forensic equipment.
- Monitor field and laboratory assignments and provide assistance when necessary.
- Perform evidence gathering and crime scene investigations of complex and sensitive cases.
- Develop, schedule and participate in training programs.
- Operate a computer using relevant word processing, spreadsheet, database, and other software.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain, and foster positive, harmonious and effective working relationships.

LICENSES:

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

CERTIFICATIONS:

- N/A

SPECIAL REQUIREMENTS:

- Ability to work various shifts including evenings, weekends, holidays and a rotating on-call schedule.

DESIRABLE:

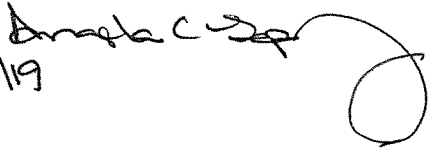
- Bachelor's degree from an accredited college or university in criminal justice, forensic science, physical/life science or a closely related field.
 - Valid certification from the International Association for Identification (IAI) in one of the following forensic disciplines: Bloodstain Pattern Analysis, Crime Scene, Forensic Photography, Latent Print, Tenprint Fingerprint.
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ADDITIONAL INFORMATION:

FLSA Exemption Status: Non-Exempt
Employee Unit: Unit #5, Technical/Professional Services
Job Family: Police Forensics
Class Progression: Forensic Specialist Trainee
Forensic Specialist
Senior Forensic Specialist
Forensic Field Supervisor
Forensic Manager

Reports to: Forensic Manager
Supervises: Forensic Specialists

CLASS HISTORY:

Date Class Established: 07/01/2018
Revised Dates / Reason:
Previous Title(s):
Approved By HR Director: 
Date Approved: 12/20/19