



FORENSIC MANAGER

JOB SUMMARY: Under administrative direction, manages, plans and coordinates the activities and operations of the Forensic unit; performs a variety of specialized tasks and professional work relative to the assigned area; coordinates assigned activities with other divisions, outside agencies, and the general public; provides highly responsible and complex staff assistance to the Police Captains, Deputy Police Chief and Police Chief; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is characterized by its responsibility for the administration and operations of the Forensic Unit in the Police Department.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Manages, plans, organizes and directs the operations of the forensic unit and personnel engaged in performing the collection, examination and preservation of physical evidence.
2. Participates in the development and implementation of unit goals, objectives, policies, procedures, and priorities.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement; recommends and implements changes.
4. Supervises and directs the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and compliant resolution.
5. Participates in the development and administration of the unit budget; forecasts additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of expenditures; recommends adjustments as necessary.
6. Reviews all high profile or politically sensitive cases and responds to complex inquiries and complaints.
7. Designs, develops, and coordinates training programs related to crime scene investigation and evidence preparation.
8. Oversees and participates in the preparation and maintenance of detailed reports and records.
9. Oversees and inspects the retention, auctioning, assignment, release and destruction of evidence and property.
10. Inspects evidence facility to ensure procedural compliance and safety.
11. Remains current on new trends and innovations in evidence gathering, crime scene investigation techniques, technology, and the law; recommends and implements new or revised practices, policies and procedures.
12. Assists subordinates in specialized or difficult work and provides forensic expertise to ensure appropriate application of scientific principles and technical procedures.
13. May perform the work of subordinates when assisting in complex and/or sensitive investigations and evidence gathering.
14. Performs 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: Bachelor's degree from an accredited college or university in criminal justice, forensic science, public administration or a related field.

EXPERIENCE: Five years in forensic operations, including evidence gathering, crime scene investigation, and fingerprint processing and analysis, including two years in a lead or supervisory capacity.

KNOWLEDGE OF:

- Principles and practices for 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.
- Principles of budget preparation and control.
- 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.
- Work independently and exercise independent judgment.
- Conduct research and prepare clear, concise, and comprehensive reports.
- Participate in the development and administration of division goals, objectives and procedures.
- Direct the work of lower level staff including selection, supervision, training, and evaluating assigned staff.
- Prepare and administer budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- 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's license.
- Acceptable driving record at the time of appointment and throughout employment.

Forensic Manager

CERTIFICATIONS:

➤ N/A

SPECIAL REQUIREMENTS:

➤ N/A

DESIRABLE:

➤ 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.

ADDITIONAL INFORMATION:

FLSA Exemption Status: Exempt
Employee Unit: Unit #3, Management
Job Family: Police Forensics
Class Progression: Forensic Specialist Trainee
Forensic Specialist
Senior Forensic Specialist
Forensic Field Supervisor
Forensic Manager

Reports to: Police Captain
Supervises: Evidence Technician
Forensic Specialist Trainee
Forensic Specialist
Senior Forensic Specialist
Forensic Field Supervisor

CLASS HISTORY:

Date Class Established: 07/01/2018

Revised Dates / Reason:

Previous Title(s):

Approved By HR Director:

Date Approved: 12/20/19

