

FORENSIC SERVICES SUPERVISORDEFINITION

Under general direction, 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.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Plans, organizes, supervises and reviews the work of all personnel assigned to the Forensic Services section, including field, laboratory, and clerical staff. Prioritizes and assigns work. Schedules, evaluates, and disciplines personnel. Designs, develops, and coordinates training programs related to crime scene investigation and evidence preparation. Participates in complex investigations and assists subordinates in specialized or difficult work. Develops policies and procedures related to evidence processing methods and techniques. Oversees and updates computerized data base system and filing system. Assists in budget preparation and departmental goal setting. Attends meetings. May serve as field supervisor at scenes of major crime investigations and evidence gathering. May prepare photographic, fingerprint and evidence exhibits for court and testify as to findings; may assist with the operation/use of the Automated Fingerprint Identification System (AFIS), the Combined DNA Index System (CODIS), and the Integrated ballistics Identification System (IBIS). Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the journey level classification in the forensic science series, which includes supervision and coordination of staff. Employees in this class are fully qualified technical specialists who are primarily responsible for supervising the field and laboratory activities of employees in the section, but do assist employees in complex or difficult work. They exercise independent judgment in planning work for themselves and their subordinates and in making technical decisions. Supervision is normally received by periodic guidance and sporadic review of work.

RECOMMENDED MINIMUM QUALIFICATIONS

Completion of sixty (60) units of college-level coursework in Police Science or a related field and three years of increasingly responsible experience in police identification and/or crime scene investigation work, including or supplemented by at least one year of supervisory experience; or any equivalent combination of experience and training which provides the following knowledge and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: the principles and techniques of supervision related to the direction, evaluation and training of subordinates, criminal law regarding rules of evidence; the 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, evidence recognition, collection and preservation, and evidence analysis and interpretation; the operation of the Automated Fingerprint Identification System (AFIS); the operation of the Combined DNA Index System (CODIS); the operation of the Integrated Ballistics Identification System (IBIS).

Ability to: 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; develop, schedule and participate in training programs; maintain records and prepare detailed, comprehensive reports; establish liaison with the court system; establish and maintain effective employee and public relations.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The Forensic Services Supervisor is an organized, innovative leader who can effectively supervise staff located both in the department and in the field. This results-oriented team builder is able to organize heavy workloads, set priorities, and motivate employees to complete numerous tasks in a high quality, timely manner. The appropriate individual is a fully qualified technical specialist in police identification work who enjoys assisting staff with complex or specialized assignments.

Class title established per Council Resolution No. 90-106,
effective 12-1-90

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