



FORENSIC SUPERVISOR

AGENCY/DEPARTMENT:
Police/ID-Evidence

Approved By HR Director: Linda Matthews
Date Approved: 03/31/2005
Date of Last Revision: N/A

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

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:

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