

## FORENSIC UNIT SUPERVISOR

### DEFINITION

Occupants of this classification are in the classified service. This non-sworn classification supervises the various tasks and procedures relating to crime scene investigation and the analysis and storing of physical evidence for investigative and law enforcement purposes.

### DISTINGUISHING CHARACTERISTICS

Forensic Unit Supervisor class is distinguished from the Forensic Specialist by the training and higher level decision making responsibilities. The Forensics Unit Supervisor determines approaches, methods and procedures for evidence collection and performs the more difficult and complex duties in the field. In addition, the Forensics Unit Supervisor is responsible for the maintenance and administration of the Police Department's Property Room as well as the Administration of DNA (Prop 69) Recovery Program.

### SUPERVISION RECEIVED AND EXERCISED

Exercises administrative supervision over assigned staff in the Forensic Unit and the Property Room, outlining work assignments, frequently reviewing work in progress and carefully reviewing completed work. This position reports to a Police Lieutenant.

### ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may perform similar related tasks not listed here.

1. Maintains quality control of technical functions within the respective units and conducts periodic audits.
2. Selects, trains, evaluates and supervises the activities of assigned personnel. Assists staff with workload when necessary.
3. Assigns projects, establishes goals and reviews performance.
4. Supervises and assists in the operation and maintenance of the Property Room.
5. Evaluates ability to develop in-house training programs to provide instruction to strengthen individual expertise and performance.
6. Evaluates the influx of new equipment, techniques and technological advances to determine viability for department.
7. Prepares comprehensive reports and/or proposals.
8. Prepares budget requests, maintains inventory, purchases supplies and prepares requisitions.
9. Ensures compliance with and disseminates information regarding property and evidence policy, procedures and regulations as established by the Police Policies and Procedures Manual, Penal Code and applicable laws.

10. Supervises the receipt, storage and preservation and maintenance of evidence within a secured area.
11. Supervises and audits control functions over the Property Room, including but not limited to money deposits and destruction of narcotics and weapons.
12. Conducts internal investigations as needed.
13. Reports the results of all analysis of fingerprints, photographs, and other evidence to the appropriate investigative personnel.
14. Testifies in court as an expert witness in the areas of evidence collection, fingerprint comparisons, and photography.
15. Reviews courtroom testimony, with special attention to appropriate technical responses and implements procedures that will ensure section expertise and viability.
16. Oversees the classification of fingerprint data using the CAL-ID System and other automated fingerprint identification systems (AFIS). Organizes and facilitates the input and retrieval of latent fingerprints in the CAL-ID and other AFIS's, for the City and other participating jurisdictions. Assist in the preparation of latent prints for CAL-ID computer submission and determines and verifies any positive fingerprint identifications. Performs latent comparisons and other duties as fingerprint examiner.
17. Responds to crime scenes to collect and preserve evidence or provide technical assistance in these activities, this includes taking photographs, processing and lifting latent prints, and other processing procedures.
18. Performs analysis of evidence collected at crime scenes and performs subsequent chemical processes for the detection of trace evidence or latent prints, including laser application.
19. Exercises control of Property Room by receiving and storing evidence, maintaining property custody records, and disposing of property according to policies and procedures established by law.
20. Operates and maintains computer graphic software, forensic databases and specialized digital imaging equipment.

## **MINIMUM KNOWLEDGE, SKILLS AND ABILITY**

### **Knowledge of:**

- Principles of supervision and training techniques.
- The activities of an Identification Unit -- physical evidence recognition, collection and interpretation.
- The activities of a Property Room -- receipt, storage and preservation and maintenance of evidence in a secured area.
- Fingerprint analysis and identification systems.
- Various chemical processes for latent print development including chemical dye stains and their effectiveness vs. time commitment.
- Forensics photographic equipment and techniques.
- Computer graphics/digital imaging management requirements of accessibility and tracking as it relates to forensic application and processes.
- Crime and accident scene investigation principles and techniques.
- Legal methods of classifying, indexing, and preserving evidence.
- Applicable city, county, state, and federal statutes, rules ordinances, codes of regulations governing police property and evidence.

### **Skill and Ability to:**

- Train subordinate personnel in identification and evidence techniques, methods and approaches, including the proper storage, preservation and maintenance of evidence.
- Collect, process and analyze evidence without contamination.
- Analyze, preserve, store and safely secure forensic evidence and property.
- Perform complex fingerprinting lifting and classification.
- Learn new law enforcement and identification methods, techniques and practices including preparing latent prints for CAL-ID submission.
- Communicate clearly and effectively through verbal non-verbal and written expression.
- Present evidence and results of tests and analyses to other law enforcement personnel and in court.
- Comparison and identification of latent finger and palm prints.
- Effectively collect evidence using crime scene, close up, and laser photography.
- Write reports and maintain records.
- Read, comprehend and apply the Penal Code and all other applicable laws.

## **LICENSES AND CERTIFICATES**

Possession of a valid California Class C driver's license. Latent Print Examiner certification and Crime Scene Analyst certification from the International Association of Identification preferred, but not required.

## **TRAINING AND EXPERIENCE**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: an Associate's degree in Criminology or related field and five (5) years experience in crime scene investigation, including three (3) years recent experience in the comparison and identification of latent print material and related matters.

## **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to climb ladders that approximate six (6) feet in height.
- Require the ability to move his/her body by bending or stooping while keeping his/her balance.
- Perform lifting, pushing and/or pulling which continuously approximates 10 pounds, occasionally approximates 30 pounds, and may rarely weigh over 50 pounds.
- May be exposed to extreme noise, odors, chemicals, hazardous substances and bodily fluids.
- Is subject to office and outside environmental conditions.
- May be required to work at a video display terminal for prolonged periods.

- May be required to work weekends, evenings, nights, holidays, and on an on-call basis.