



CITY OF CULVER CITY
invites applications for the position of:
Forensics Unit Supervisor

An Equal Opportunity Employer

SALARY: \$8,762.59 - \$10,654.61 Monthly
\$105,151.02 - \$127,855.26 Annually

DEPARTMENT: Police

DIVISION: Operating Bureaus

OPENING DATE: MM/DD/YY

CLOSING DATE: MM/DD/YY 05:00 PM

THE CITY:

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$238 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation, and Community Services, and Transportation.

THE POSITION:

Forensics Unit Supervisor
(Full-Time, Benefited)



The City of Culver City is accepting applications for Forensics Unit Supervisor. 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.

ESSENTIAL 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 REQUIREMENTS

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. One (1) year supervisory or lead worker experience is desirable.

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.

EXAMINATION PROCEDURES:

Applicants must receive a passing score on all examination components to be placed on the eligible list.

Examination Components

- **Written Examination (Weighted at 30%):** To measure writing ability, customer service, technical and supervisory skills
- **Counseling Exercise (Weighted at 40%):** To demonstrate supervisory skill and ability.
- **Oral Appraisal Interview (Weighted at 30%):** To evaluate training, experience, and personal qualifications.

Background Process (Qualifying):

- **Background Investigation & Polygraph:** To determine suitability for the position.
- **Psychological Screening & Medical Evaluation:** Standard exams to determine suitability for the position of Forensics Unit Supervisor.

Notes:

- 1) Applicants may be disqualified for any of the following reasons: a conviction record, and/or negative employment references.
- 2) A conviction shall include a plea, verdict, or finding of guilt regardless of whether sentence is imposed by the court.

ADDITIONAL INFORMATION:

The provisions of this job posting do not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice. Continuation in the examination process and subsequent placement on the eligible list of a person convicted of a

crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job-related basis and will not automatically disqualify someone from further consideration.

Equal Opportunity Employer

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

Conditions of Employment:

- Background/ Reference Check: Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.
- Pre-placement medical evaluation including drug screen (select positions).
- E-Verify: Proof of U.S. citizenship, alien residency or authorization to work in the U.S. will be required at time of appointment.

The City of Culver City intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please contact the Human Resources Department three (3) business days prior to the test at (310) 253-5640.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.culvercity.org/jobs>

Position #
FORENSICS UNIT SUPERVISOR

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