

CRIME SCENE UNIT SUPERVISOR

POSITION DESCRIPTION

Classification Responsibilities: A Crime Scene Unit Supervisor is responsible for supervising a squad of Crime Scene Technicians involved in the examination and investigation of crime scene areas for the identification, collection, preservation, and evaluation of evidence at crime scene investigations in support of law enforcement activities. A Crime Scene Unit Supervisor works in the field monitoring subordinate's work, participating in the processing of crime scenes, and coordinating the investigation of crime scenes with sworn supervisors in the field. An incumbent in this class also performs the following duties: documenting subordinates' work performance and completing performance evaluations; completing payroll and other administrative functions; photographing crime and accident scenes including burglaries, robberies, deaths, thefts, autopsies, and assault victims to record the appearance of evidence using highly-skilled photographic and evidence-gathering techniques; identifying, collecting, and securing physical evidence such as: blood, body fluids, hair and fibers, firearms, and narcotics for laboratory testing and use as evidence in criminal prosecutions; searching for and developing latent prints at crime scenes; photographing and fingerprinting suspects, victims (including deceased individuals), witnesses, and applicants; producing castings and comparative photographs of footprints, tire tracks, and other impressions; developing composite drawings of suspects; and testifying in court. A major aspect of the duties includes writing detailed reports and establishing and maintaining records to ensure proper chain of custody of physical evidence. An additional responsibility is training the Crime Scene Technicians and other department personnel in the forensic disciplines and functions of the Forensic Services Section. This class is responsible for performing related duties as required.

Distinguishing Features: The Crime Scene Unit Supervisor is a civilian classification assigned to the Forensic Services Section in the Police Department. Work requires the exercise of initiative and independent judgment in implementing established work methods and procedures. Supervision is received from a Forensic Services Supervisor who reviews work through reports, meetings, observation of work in progress, and overall results achieved. The work requires exposure to dangerous chemicals and evidence that may be biohazardous and carcinogenic. Incumbents in this class may be required to use a respirator when these elements may be present. A Crime Scene Unit Supervisor requires shift work, working weekends and holidays, and is subject to emergency call-out. This class is FLSA nonexempt.

QUALIFICATIONS

Education and Experience: Applicants must have completed at least 100 credit hours of college coursework with a grade point average of 2.0 (out of a possible 4.0) or better. Coursework in Photography, Criminalistics, and Physical Science (Biology/Biochemistry, Chemistry, or Forensic Science) is highly desirable. Preference will be given to applicants with a Bachelor of Science Degree from an accredited college/university in Biology/Biochemistry, Chemistry or Forensic Science. Applicants must have at least two years of experience as a Crime Scene Technician (or equivalent). Some supervisory experience is preferred.

Special Requirements: Must possess a valid Arizona Driver's License by hire date. Because of the confidential, sensitive nature of work required, successful completion of a polygraph and background

investigation is required. Must be able to qualify to use protective respirator equipment based on passing a specialized physical examination by hire or promotion date and maintain certification. Candidates given a conditional job offer will be required to successfully complete a psychological evaluation and medical examination.

ESSENTIAL FUNCTIONS

Communication: Communicates with subordinates, management, sworn officers, coworkers, supervisors, court officials, and the public in answering questions, processing crime scenes, explaining procedures, and handling complaints. Interacts with victims and witnesses. Instructs and/or trains others regarding crime scene processing techniques. Testifies in court. Produces written documents, including performance evaluations and detailed written crime scene reports.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures, federal and state regulations, and Mesa Police Department general and operations orders. Examines and evaluates information, work-related conditions, evidence, equipment, and chemicals to determine compliance with prescribed operating and safety standards. Inspects and visually investigates crime scenes (burglaries, deaths, robberies, thefts, etc.) for the collection and preservation of evidence. Photographs, dusts, and lifts latent prints. Casts shoe impressions. Uses specific lighting techniques to make visible latent physical evidence. Works with chemicals, powders, and body fluids using both normal and specialized, nonroutine protective equipment according to prescribed safety standards and regulations. Measures and diagrams crime and traffic accident scenes. Operates a motor vehicle requiring a standard Arizona Driver's License to respond to crime scenes. Performs routine maintenance and repairs on equipment and stocks supplies for identification vehicles. Distinguishes colors when using chemicals and detecting blood. Tests and evaluates new photographic techniques and equipment. Assembles composite drawings of suspects using information gathered from witnesses and utilizing a computer. Detects traffic sounds and sirens when processing a crime scene. Bends, stoops, and works in small cramped areas to gather evidence. Uses a metal detector for location of metal evidence. Works in a variety of weather conditions while performing crime scene investigations.

Mental: Plans, organizes, and directs the activities of Crime Scene Technicians on an assigned shift. Evaluates the work of subordinate personnel. Ensures the work is performed in accordance with standard operating procedures and safety regulations. Determines procedures/methodology to be used when identifying, collecting, and processing evidence. Comprehends and makes inferences from written material including procedure manuals and departmental general and operational orders in order to learn and apply crime scene processing techniques. Performs basic mathematical calculations to measure distance. Learns job related material in a classroom setting and through on-the-job training regarding the processing and preservation of physical and photographic evidence.

Knowledge and Abilities:

Knowledge of:

law enforcement activities and the organization of a Police Department;
the functions of a police identification laboratory;
crime scene analysis;
the laws and procedures of collecting physical evidence;

photography and dark room processing; and modern supervisory and evaluation methods and practices.

Ability to:

supervise a squad of Crime Scene Technicians;
schedule, prioritize, and assign work on a daily basis;
supervise, evaluate, and participate in the work of subordinate Crime Scene Technicians engaged in photography and processing of crime scenes for evidence;
confer with and assist peace officers, attorneys, and federal authorities in the investigation and solution of crimes;
compile statistical information and other reports;
assist in the development of more efficient and effective methods and procedures for use in the Forensic Services Section;
read maps and learn the geography of the City;
monitor identification equipment to maintain proper working order, provide maintenance as required;
observe and recall details;
perform photographic techniques and methods including the use of a variety of film, lighting, filtration, infrared, and ultraviolet techniques;
work with powders and chemicals to process scenes for latent fingerprints and subsequent lifting/photographing;
perform standard techniques for classification, development, transfer, and chemical processing of fingerprints;
understand and follow the techniques for gathering and preserving physical evidence;
understand a working knowledge of the rules of evidence and court methods and procedures;
understand and follow the hazards and safety precautions related to chemicals and equipment used in processing evidence;
perform gunshot residue testing and field drug testing;
present accurate and professional testimony in court; and
establish and maintain effective working relationships with subordinates, associates, sworn personnel, supervisors, other identification laboratories or law enforcement agencies, City personnel, court officials and the general public.

New and Replaces Crime Scene Technician Shift Supervisor 8/04

KB/cjh

CS4171.DOC

EEO-Tech

NIDA-None

RESP-Yes

PAY RANGE: 42

SH-16, 02

CDL-None