

## **FORENSIC SERVICES SUPERVISOR**

### **POSITION DESCRIPTION**

**Classification Responsibilities:** A Forensic Services Supervisor is responsible for supervising one or more of the following units within the Forensic Services Section: managing the civilian Crime Scene Unit (this is a 24 hour/day, 7 day/week unit that is responsible for the examination and investigation of crime scenes for identification, collection, preservation, and evaluation of evidence) through five Crime Scene Unit Supervisors; supervising the Latent Print Examiners (who respond to major crime scenes in addition to performing advanced forensic examinations in the laboratory including latent print development using chemicals and making complex, detailed latent print comparisons); managing the Photo Laboratory Unit (which includes a start-of-the-art photo laboratory/darkroom); or the Fingerprint Identification Unit (which is responsible for the entry of fingerprint cards into the Arizona Automated Fingerprint Identification System, AZAFIS). An employee in this class has direct supervision over personnel working in the laboratory and/or in the field, including work assignments and ensuring that tasks are performed in accordance with standard operating procedures, regulations, and accreditation standards. Additional responsibilities may include: serving as the site manager or site administrator for the AZAFIS remote access terminal and representing the department on a state appointed task force; overseeing the professional development of assigned personnel, developing in-service training, and administering certification and proficiency tests; and researching, developing, and implementing new laboratory and field methods and equipment for utilization in the Section. A Forensic Services Supervisor is responsible for maintaining quality assurance standards, ensuring safe working conditions, and assisting the Forensic Services Administrator with various assignments, including preparation of budgetary information, monthly reports, and associated tasks. This class is responsible for performing related duties as required.

**Distinguishing Features:** The Forensic Services Supervisor is a civilian classification. An incumbent in this class is an administrative supervisor and will be responsible for reviewing complex technical reports and assisting with the decision-making process to determine appropriate methods of analyses, both within a laboratory setting and at a crime scene. Supervision is received from the Forensic Services Administrator who reviews work through observation, reports, conferences, and results achieved. The work may require exposure to dangerous and toxic chemicals. Incumbents are subject to emergency call out. This class is FLSA exempt-executive.

### **QUALIFICATIONS**

**Education and Experience:** Requires a Bachelor's Degree from an accredited college or university and successful completion (passing with a grade point average of 2.0 or higher) of a minimum of two college science classes. Graduation from an accredited college or university with a Bachelor's Degree in a natural science (Chemistry, Biology, or Physics) or Criminalistics/Forensic Science is preferred. Requires a minimum of five years experience performing accurate latent print comparisons and the laboratory processes to detect latent prints and successful completion of a latent print examination. Five years experience in all phases of photography and successful completion of the Federal Bureau of Investigation Fingerprint Classification and Latent Fingerprint School (or equivalent) are also required. Must possess the level of expertise necessary to be an expert court witness. Graduation from an accredited college or university with a Bachelor's Degree in a related field is highly desirable.

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

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the general public, other City employees, vendors, management, public officials, other forensic experts, and officers of the court in order to manage the activities of assigned units within the Forensic Services Section. Communicates with employees regarding their performance. Provides instruction and training to subordinates and professional peers in a classroom setting. Testifies in court concerning physical evidence, crime scene investigations, and forensic examinations. Prepares written documents including: performance evaluations; memos; departmental reports; policies and operational procedures; budget justifications; bid specifications; and court documents with clearly organized thoughts, using proper sentence construction, punctuation, and grammar.

**Manual/Physical:** Reviews the work products of others to ensure compliance with standard operating procedures, federal and state regulations, and Occupational Safety and Health Administration (OSHA) standards. Inspects, monitors, and evaluates information, work-related conditions and objects such as laboratory equipment, and chemicals to determine compliance with prescribed operating and safety standards. Operates a motor vehicle requiring a standard Arizona Driver's License to respond to crime scenes and attend meetings. Operates a variety of standard office equipment such as a personal computer and copy machine. Enters data or information into a personal computer. Prepares fingerprint charts and forensic exhibits. Works around or uses potentially hazardous materials requiring the use of specialized equipment.

**Mental:** Plans, organizes, and directs specified functions of the assigned units within the Forensic Services Section and provides in-service training. Assigns, supervises, prioritizes, and evaluates the work of subordinate personnel. Ensures the work is performed in accordance with standard operating procedures and safety regulations. Prioritizes own work. Resolves procedural, operational, and/or other work-related problems. Coordinates work activities with other Police Department sections and City departments. Develops and revises the Section's standard operating procedures, methods of examination, and policies. Performs mathematical calculations and statistical computations to compile case management information. Comprehends and makes inferences from written material including reports, scientific journals/literature, and court transcripts to maintain current expertise in forensic science. Analyzes data such as lab statistics, budget information, and vendor specifications. Learns job-related material through on-the-job training and in a classroom setting.

### **Knowledge/Abilities:**

Knowledge of:

classification and identification of individuals through both inked and latent fingerprint comparison;  
fingerprint analysis and classification;  
crime scene analysis;  
statistical reporting;

the laws and procedures of evidence;  
photography and darkroom processing;  
chemicals, safety precautions, and equipment used in identification laboratories;  
current supervisory and evaluation methods and practices; and  
operation of photography equipment, evidence processing kits, fingerprint materials, and accurate latent print comparisons.

Ability to:

supervise the daily operations of assigned units within the Forensic Services Section;  
schedule, prioritize, and assign work on a daily basis;  
monitor identification equipment to maintain proper working order, provide minor maintenance as required, arrange maintenance contracts, purchase equipment and supplies, and research the cost effectiveness and performance of potential new equipment;  
supervise the collection, examination, comparison, and identification of physical impressions, including fingerprints and footprints to attempt to connect evidence with suspects;  
provide instruction on fingerprint related matters and comparison of other evidence to subordinates and administer effective training to other personnel;  
confer with and assist peace officers, attorneys, and federal authorities;  
compile statistical information and other reports;  
assist in the development of more efficient and effective methods and procedures;  
construct court exhibits and appear as an expert witness in court; and  
establish and maintain effective working relationships with subordinates, associates, police personnel, other laboratories or law enforcement agencies, City personnel, and the general public.

New and Replaces Police Identification Services Supervisor 9/04

TO/cjh

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PAY RANGE: 51

EEO-Prof

SH-None

NIDA-None

CDL-None

RESP-Yes