ASHEVILLE, NORTH CAROLINA

Classification Specification

Supervisor, Forensic Services
Job Code: 6140
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to supervise operations and staff involved in processing crime scenes by collecting, analyzing, identifying, and preserving evidence for the Police Department.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and updates and maintains

department standard operating procedure manuals.

Supervises unit operations: develops and updates policies and procedures for crime scene analysis, the collection, processing and preservation of physical evidence, and associated record keeping; ensures compliance with established policies and procedures; audits entrance log for forensic bay, forensic secure area, and evidence brought into the forensic bay for short-term storage or processing; verifies completion of activity logs and reports completed by subordinates; makes recommendations regarding budget allocations for staffing, equipment, and services; and receives and responds to requests for presentations on forensic science and unit activities.

Maintains inventory of equipment and supplies: ensures adequate supplies to complete work assignments; processes orders for replacement supplies; coordinates equipment maintenance and repair needs; researches and recommends new equipment for purchase; and maintains related records and documentation.

Supervises the processing of and processes crime scenes: examines crime scenes for evidence; identifies, collects, and preserves physical evidence; performs crime scene photography and sketching; maintains control and chain-of-custody over physical evidence collected; ensures proper handling, packing, and transport of evidence to crime laboratory or evidence and property room; and performs crime scene processing according to established rules, regulations, and procedures.

Supervises the processing of and processes evidence: tests, evaluates, and compares trace evidence; utilizes established laboratory techniques and processes; and completes and submits reports regarding the testing, evaluation, and comparing of evidence.

Supervises the processing and examining of and processes and examines latent fingerprints: utilizes the latest technology and methods available in the development of latent prints; and evaluates and identifies latent prints to known inked impressions.

Supervises the assisting of and assists with other law enforcement investigations and evidence collection and processing, such as arson and fire investigation, crash investigation, and autopsies.

Supervises the documentation of and documents all investigative information: prepares detailed case reports and records; enters/uploads information into department databases; and verifies accuracy and completeness of information.

Participates in court activities: prepares cases for prosecution; and testifies in judicial proceedings regarding findings and procedures used in evidence collection and processing.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, techniques, and practices relating to collecting and processing evidence; reads professional literature; maintains professional affiliations; and attends meetings, workshops, conferences, and training sessions as required.

Operates and maintains a motor vehicle, digital camera, video camera, forensic processing tools and equipment, fingerprinting tools and equipment, laboratory tools and equipment, trajectory kit, etc.

Communicates with supervisor, subordinates, other City employees, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, requests for examination, forensic reports, property vouchers, expungements, time sheets, leave requests, training requests, case supplements, purchase requests, employee evaluations, and other documentation; compiles data for further processing or for use in preparation of

department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Criminal Justice, Forensic Science, Chemistry, Biology, or a related field required; supplemented by five years of experience in crime scene processing and forensics, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain the following additional certifications: Division of Criminal Investigation and Crime Scene Investigator.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning, and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, taste, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, unsafe structures, heights, confined spaces, traffic hazards, bright/dim lights, toxic agents, disease, and pathogenic substances.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.