

CRIME SCENE UNIT SHIFT SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: A Crime Scene Unit Shift Supervisor has direct supervision over assigned Crime Scene Specialists and Senior Crime Scene Specialists involved in the examination and investigation of all types of crime scene and accident investigations in support of law enforcement activities. A Crime Scene Unit Shift Supervisor works in the field monitoring subordinates' work, participating in the processing of crime scenes, coordinating the investigation of crime scenes with sworn personnel in the field, and ensuring that tasks are performed in accordance with standard operating procedures, regulations, and accreditation standards. An incumbent in this class also performs the following duties: reviewing technical reports; creating and maintaining work schedules; completing thorough documentation of subordinates' work performance, as well as completing performance evaluations; and completing payroll and other administrative functions. An additional responsibility is training the Crime Scene Specialists and other department personnel in the forensic disciplines and functions of the Forensic Services. A Crime Scene Unit Shift Supervisor is also required to perform the duties of a Senior Crime Scene Specialist, which includes: photographing all types of crime and accident scenes 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, and firearms for laboratory testing and use as evidence in criminal prosecutions; searching for and developing latent prints at crime scenes; photographing and fingerprinting suspects, investigate leads, victims (including deceased individuals), and witnesses; producing castings and comparative photographs of footprints, tire tracks, and other impressions; developing electronic composite drawings of suspects; and testifying in court. The use of chemicals in the field may be necessary in order to perform certain tasks. A major aspect of the duties includes writing detailed reports with proper grammar and punctuation, as well as establishing and maintaining records to ensure proper chain of custody of physical evidence. Duties may include other special assignments. This class is responsible for performing related duties as required.

Distinguishing Features: The Crime Scene Unit Shift Supervisor is a civilian classification assigned to Forensic Services in the Police Department. Work requires the exercise of initiative and independent judgment in implementing established work methods and procedures for quality assurance, adherence to accreditation standards, and process improvements. Supervision is received from a Forensic Services Supervisor or Forensic Scientist Supervisor who reviews work through reports, meetings, observation of work in progress, and overall results achieved. An incumbent in this position must be able to complete detailed tasks with minimal errors and supervision. Good verbal and written communication skills are important. 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 Shift Supervisor requires shift work, working weekends and holidays, and is subject to emergency call-out. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree, or 120 college credit hours, with a grade point average of 2.0 (out of a possible 4.0) or better. At least four years of experience as a Crime Scene Specialist (or equivalent). Coursework or previous training in Photography and Criminalistics.

Special Requirements. Must possess a valid Class D 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 meet the qualifications to wear a tight-fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification. Candidates given a conditional job offer will be required to successfully complete a psychological evaluation.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Courses in Physical Science (Biology/Biochemistry, Chemistry, or Forensic Science) are 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. Supervisory experience is preferred. International Association for Identification certification in Forensic Photography, Crime Scene Investigator, Crime Scene Analyst, Senior Crime Scene Analyst, and/or Latent Print Examiner is also preferred.

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 interns, volunteers, Crime Scene Specialists and Senior Crime Scene Specialists in crime scene processing techniques and evaluates their ability to conduct these duties. Trains volunteers, citizens, and departmental personnel in the forensic disciplines and functions of Forensic Services. Presents accurate and professional testimony in court. Produces written documents, including performance evaluations and detailed written crime scene reports using proper grammar and punctuation. Compiles statistical information and other reports.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures, federal and state regulations, and Mesa Police Department administrative and field orders, as well as accreditation standards. Examines and evaluates information, work-related conditions, evidence, equipment, and chemicals to determine compliance with prescribed operating and safety standards. Inspects and visually investigates all types of crime scenes for the collection and preservation of evidence. Participates in the work of subordinate Crime Scene Specialists engaged in photography and processing of crime scenes for evidence. Photographs and processes crime scenes for evidence. Photographs, processes, and lifts latent prints. Performs photographic techniques and methods including the use of a variety of film, lighting, filtration, infrared, and ultraviolet techniques. Casts shoe and tire impressions. Uses specific lighting techniques to make latent physical evidence visible. Works with chemicals, powders, and body fluids using both normal and specialized, protective equipment according

to prescribed safety standards and regulations. May be required to use a respirator when performing duties requiring exposure to hazardous chemicals and evidence that may be biohazardous or carcinogenic. Operates full-sized vans or trucks requiring a standard Class D 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. Utilizes a computer software program to assemble composite drawings of suspects using information gathered from witnesses. Extended bending, twisting, as well as lifting heavy items may be required. Works in a variety of weather conditions while performing crime scene investigations.

Mental: Plans, organizes, supervises, and directs the activities of Crime Scene Specialists and Senior Crime Scene Specialists on an assigned shift. Schedules, prioritizes, and assigns work on a daily basis. 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. Observes and recalls details. Comprehends and makes inferences from written material including procedure manuals and departmental administrative and field orders in order to learn and apply crime scene processing techniques. Reads maps and learns geography of the City. 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. Provides court testimony in reference to work performed.

Knowledge and Abilities:

Knowledge of:

law enforcement activities and the organization of a police department;
the functions of a police department;
crime scene analysis;
the laws and procedures of collecting physical evidence;
photography using digital equipment; and
modern supervisory and evaluation methods and practices.

Ability to:

supervise a squad of Crime Scene Specialists and Senior Crime Scene Specialists;
schedule, prioritize, and assign work on a daily basis;
supervise, evaluate, and participate in the work of subordinate Crime Scene Specialists 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 Forensic Services;
understand the quality system and accreditation standards as it relates to the crime scene processing discipline;

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;
learn basic nomenclature and safe handling of firearms;
perform gunshot residue testing and field drug testing;
present accurate and professional testimony in court;
write detailed reports and other documentation with proper grammar and punctuation;
train volunteers, citizens, and department personnel in the forensic disciplines and functions of Forensic Services;
train interns, volunteers, Crime Scene Specialists, and Senior Crime Scene Specialists in crime scene processing techniques and evaluate their ability to conduct these duties; 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.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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INCREMENTS 54-200

PAY GRADE: 51

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