

## FORENSIC SERVICES SUPERVISOR

### JOB DESCRIPTION

**Classification Responsibilities:** A Forensic Services Supervisor is responsible for supervising one or more of the following units within the Forensic Services Division (Crime Scene Unit, Fingerprint Identification Unit, Evidence Processing Unit, and Photo Lab Unit): managing the civilian Crime Scene Unit, which 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 Crime Scene Unit Supervisors; supervising the Evidence Processing Unit members who perform advanced forensic examinations in the laboratory, including latent print development using chemicals; managing the Photo Laboratory Unit, which includes a state-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. Specific supervisory duties include: ensuring accreditation requirements are instituted and maintained; developing, approving, and maintaining unit specific training programs; conducting, monitoring, and documenting training progress of all unit personnel; documenting authorization for unit personnel to conduct specific analyses/functions upon completion of competency testing; generating, reviewing/updating, and approving unit standard operating procedures; and ensuring compliance by personnel under their supervision. 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. A Forensic Services Supervisor is also responsible for providing expert testimony in court, as well as accompanying other Forensic Services Division personnel assigned to their units to court in order to review and formally critique their expert witness testimony presentations. A Forensic Services Supervisor is also responsible for research and development activities within their unit, and the final review and approval of new equipment, techniques, and procedures instituted within their respective units; may also research federal, state, and local grant opportunities available for their units; will assist in the preparation of grant proposals, and preparing quarterly grant status reports; and is responsible for ensuring compliance with applicable safety rules and regulations. 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-professional.

## 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. At least eight years of progressively responsible experience performing crime scene processing, latent print comparisons, or as a criminalist in a laboratory actively engaged in the forensic sciences. Must be court qualified as an expert witness.

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

**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.** Graduation from an accredited college or university with a Bachelor's Degree in a natural science (Chemistry, Biology, or Physics) or Criminalistics/Forensic Science. Successful completion (passing with a grade point average of 2.0 or higher) of a minimum of two college science classes. Some (6 months – 1 year) supervisory experience in a crime laboratory. Eight years' experience in crime scene and/or evidence processing photography.

## 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 Division. 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 valid Class D Arizona Driver's License to respond to crime scenes, attend meetings, and provide court testimony. Operates a variety of standard office equipment such as a personal computer (PC) and copy machine. Enters data or information into a PC. 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 Division 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 divisions and City departments. Develops and revises the division'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 and Abilities:**

Knowledge of:

accreditation standards;  
OSHA Safety requirements;  
Safety Data Sheets (SDSs);  
applicable Arizona State Revised Statutes;  
applicable scientific technical working groups requirements (for discipline/unit assigned);  
applicable professional organizations (for discipline/unit assigned);  
crime scene analysis;  
statistical reporting;  
the laws and procedures of evidence;  
photography, 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,

Ability to:

supervise the daily operations of assigned units within the Forensic Services Division;  
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.

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.

Revised 1/24

MR/co/js

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PAY GRADE: 58

EEO-Prof

JOB FCTN-ADM

SWORN-No

INCREMENTS 40-200