

CRIME SCENE INVESTIGATION BUREAU MANAGER

DEFINITION

Under direction, manages and administers the operation of the Police Department's Crime Scene Investigation Bureau.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from the Police Chief or designee. May exercise direct or indirect supervision over professional, technical or clerical staff.

DISTINGUISHING CHARACTERISTICS

The Crime Scene Investigation Bureau Manager is a non-sworn, management position in the Police Department. The incumbent plans, schedules, and supervises the activities of personnel involved in the investigation of crime scenes, crime scene photography, processing evidence, the identification of criminal subjects through automated technology and the processing and identification of prisoners. This class is distinguished from Supervising Crime Scene Technician in that the Supervising Crime Scene Technician is a first-line supervisory class. This is an unclassified position in which the incumbent serves at the will of the Police Chief.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but not limited to, the following:

Manages, plans, schedules, and supervises police crime scene technician activities, including crime scene investigation, suspect identification, evidence preservation, and presumptive narcotic testing, while ensuring compliance with applicable federal, state, and local laws, regulations, codes and standards.

Manages clerical activities including, but not limited to, report preparation, narcotic presumptive testing results, typing, filing, and the keeping of records associated with criminal arrests.

Manages operations related to computerized fingerprint identification, fingerprint comparison, digital photography, digital color imaging systems.

Participates in the development and implementation of goals, objectives, policies, and priorities for Crime Scene Investigation Bureau; recommends and administers policies and procedures.

May assist in conducting special investigations.

Selects, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; implements discipline and termination procedures.

Manages operations related to various crime lab procedures, i.e., chemical development of latent print evidence, photography of latent prints with specialized light source equipment, number restoration, etc.

Manages operations related to the investigation of major crime scenes including, but not limited to, collection and preservation of evidence, crime scene photography, and crime scene sketches.

Manages operations related to the requisitioning and issuing of supplies, equipment, and other materials used by the Crime Scene Investigation Bureau.

May appear in court to testify as an expert witness regarding evidence.

Develops, prepares, and administers the division budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.

Establishes training programs and safety procedures for the bureau.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Pertinent federal, state, and local laws, codes, and regulations.

Principles and practices of municipal budget preparation and administration.

Principles and practices of criminal identification in modern police work.

Principles and techniques of photography, photographic processing and electronic imaging.

Current literature, trends, and developments in the field of investigation and identification technology.

Principles of business letter writing and report preparation.

Skill to:

Use modern office equipment and applicable software applications such as word processing, spreadsheets and databases.

Ability to:

Supervise, train and evaluate subordinate staff.

Exercise sound, independent judgment within general policy guidelines and operating parameters.

Prepare or direct the preparation of clear, concise and comprehensive records, reports, correspondence and other written materials.

Make clear oral presentations.

Testify in court as an expert witness.

Interpret and apply federal, state, and local policies, laws, and regulations.

Safely and effectively operate tools and equipment used in crime scene management.

Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's Degree in criminology, business administration, public administration or closely related field; **AND** three (3) years of supervisory experience which included crime scene investigation, evidence processing, photography, and suspect identification functions. Additional qualifying experience may be substituted for the required education on a year for year basis, up to a maximum of two (2) years.

Special Requirement(s):

Possession and continued maintenance of a valid California Driver's License is required at time of appointment.

APPROVED: _____ *Signature on File* _____ DATE: 8/18/2016
Director of Personnel Services