

## **SUPERVISING CRIME SCENE TECHNICIAN**

### **DEFINITION**

Under direction, supervises personnel in the Police Department engaged in processing prisoners and collecting and preserving evidence used in the identification and prosecution of criminals.

### **SUPERVISION RECEIVED/EXERCISED**

Receives general supervision from a Police Lieutenant. Supervises subordinate Crime Scene Technicians.

### **DISTINGUISHING CHARACTERISTICS**

Supervising Crime Scene Technician is the first-line supervisory level in the Crime Scene Technician series. Incumbents plan, schedule, and supervise the work of Crime Scene Technician staff during an assigned shift. This class differs from Police Lieutenant in that the latter is responsible for managing the overall multi-shift operations of a Bureau of the Police Department. It differs from Crime Scene Technician III in that incumbents of that class provide lead direction and participate in police identification activities. Incumbents may be assigned to work any eight-hour period and are required to work weekends and holidays.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

(May include, but are not limited to, the following:)

Assigns, schedules, and supervises the work of subordinate personnel on an assigned shift; takes corrective action when necessary.

Supervises and participates in police identification activities, including collecting, preparing, identifying, and preserving evidence.

Supervises fingerprint classification, latent comparison, indexing, and filing; maintains identification records, including photographs and fingerprints.

Supervises major crime scenes for evidence collection and preservation; assists in conducting special investigations.

Trains and evaluates subordinate personnel.

Assists in the preparation and administration of the assigned section budget.

Testifies in court as an expert witness regarding evidence.

Performs related duties as required.

**JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Principles and practices of crime scene photography, evidence collection and documentation.

Standard fingerprint classification and latent comparison methods, practices, records, and equipment.

Principles and practices for latent print processing and packaging of evidence collected from crime scenes.

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

Principles and practices involved in modern supervision.

**Ability to:**

Assign, supervise, evaluate, and train subordinate personnel.

Testify in court as an expert witness.

Communicate effectively in oral and written form.

Establish and maintain effective working relationships.

**MINIMUM QUALIFICATIONS**

**EDUCATION:**

Nine units of accredited college or university course work in criminal evidence, forensic science, or related field.

**AND**

**EXPERIENCE:**

Three years of experience with a law enforcement crime lab or identification unit. An additional year of qualifying experience may be substituted for the required education.

**SPECIAL REQUIREMENTS**

Possession of a valid California Class C Driver's License may be required at time of appointment.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Director of Personnel Services

JC/ar/8/11