SUPERVISING CRIME SCENE TECHNICIAN

DEFINITION

Under general 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 supervision from a Division Manager or designee. Supervises assigned staff.

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 Crime Scene Investigation Bureau Manager in that the latter is responsible for managing the overall multi-shift operations of a Bureau of the Police Department. It differs from the Senior Crime Scene Technician in that incumbents of the latter do not have supervisory responsibilities. Incumbents may be assigned to any shift including nights, weekends or holidays.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
May include, but are not limited to, the following:

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

Supervises and participates in crime scene processing activities, including identifying, documenting, collecting, preparing, and preserving evidence.

Supervises latent print comparison activities and filing; photography; and assists in conducting special investigations.

Trains and evaluates personnel.

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

Testifies in court as an expert witness regarding evidence, latent prints and photography.

Operates photographic equipment.

May process prisoners for identification, or evidentiary purposes.

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 comparison methods, practices, records, equipment and automated fingerprint identification 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 personnel.

Testify in court as an expert witness.

Communicate effectively, verbally and in writing.

Establish and maintain effective working relationships.

Safely handle firearms and narcotics.

Perform duties in helicopters, aircraft, elevated platforms, ladders and roofs.

Skill to:

Operate a motor vehicle safely.

MINIMUM QUALIFICATIONS

Four (4) years of experience as a Crime Scene Technician with the Fresno Police Department, one (1) year of which must have been as a Senior Crime Scene Technician.

OR

Four (4) years of experience with a law enforcement crime lab or identification unit, which includes or is supplemented by one (1) year of lead or supervisory

experience and completion of thirty (30) college units from an accredited college or university, which includes fifteen (15) semester units within the fields of criminal justice or law enforcement. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid California Class C Driver's License during the entire term of employment in this class.

APPROVED: *(Signature on File)*_____   DATE: 10/15/2019_____
                    Director of Personnel Services

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