

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Criminal ID Unit Supervisor
FUNCTIONAL AREA: Police Department

WORK OBJECTIVE:

Responsible for the overall management and operation of the Criminal Scene Identification Unit. Performs responsible technical and administrative work supervising all aspects of crime scene processing, including but not limited to sketching, photographing crime scenes, obtaining prints assisting with reconstruction of crimes, and property evidence processes. Work also involves supervision of fingerprint classification and identification. Work is performed under general supervision and performance is evaluated through the review of reports submitted, conferences, and results obtained.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervises the activities of personnel assigned to the Crime Scene Unit including the Property Evidence room; establishes work schedules, prioritizes work and assigns personnel as needed to crime scenes, fire scenes, general photography, surveillance photography, special assignments, etc. to ensure maximum utilization of staff time and equipment.
- Instructs and trains employees in proper methods of crime scene processing, classification/identification of fingerprints, photography and other technical tasks, and property evidence processes; establishes and maintains performance standards and internal operating procedures for unit.
- Reviews crime scene reports and work orders completed by crime scene unit personnel for completeness and technical accuracy; reviews negatives and photographic prints and verifies accuracy of fingerprint classifications to ensure work performed in accordance with established guidelines.
- Prepares monthly and annual reports of section activities for submission to the Division Captain.
- Instructs classes in basic techniques of photography, and crime scene processing.
- Testifies in court as expert witness in crime scene work.
- Participates in budget preparation by identifying and justifying unit needs to supervisor, and establishing goals and performance standards for crime scene unit.
- Researches technical journals/publications and attends scientific meetings, seminars, and trade shows to keep abreast of current developments in the field of forensic science and crime scene work.
- Processes crime scene and may perform all other functions inherent in the Crime Scene Technician (sketching, collecting evidence, fingerprinting, photographing, etc.), utilizing various chemicals and complex specialized equipment.
- Studies unit operations and develops internal operating procedures to improve efficiency and effectiveness. Performs other related duties as assigned.
- Ensures proper storage, maintenance and accountability of police property and evidence by property type, classification and warehousing requirements.
- Monitors and verifies evidence on computer printout reports and verifies data entry by comparing evidence cards.

Criminal ID Unit Supervisor

- Responsible for periodic audits of evidence by comparing evidence by bin location, evidence number, and type.
- Supervises the purging and disposal of evidence; issues and transfers property; prepares property for release, storage, and shipment; selects and applies proper methods to preserve property; prepares reports using local, state, and federal guidelines.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Criminology, Law enforcement or related field; supplemented by three (3) to five (5) years progressively responsible experience in all aspects of crime scene processing, photography, and fingerprint classification; or an equivalent combination of education, training, and experience.

Required to complete crime scene processing school, blood spatter school, basic and advanced crime scene photography school, fingerprint school, and recognition of explosives courses. Must possess and maintain a valid Florida Driver's License.

Must meet all requirements as prescribed in the current Police Policy and Procedures Manual.

Knowledge, Skills, & Abilities –

Thorough knowledge of crime scene processing and packaging procedures.

Thorough knowledge of photographic processing procedures, mechanics of camera lenses and lights, laboratory storage, and photographic equipment and chemicals.

Thorough knowledge of fingerprint classification techniques and principles. Knowledge of various blood detection techniques and chemicals. Knowledge of effective supervisory practices.

Ability to work around dangerous chemicals.

Ability to work in unpleasant and/or hazardous conditions at crime scenes, such as dead, mutilated bodies and insect- or rodent-infested dwellings.

Ability to process crime scenes, collect, preserve, and package evidence, and maintain a proper chain of custody.

Ability to photograph decomposed or mutilated bodies and related scenes involving major crimes, and remaining calm.

Ability to work rotating shifts, including nights, weekends, and holidays.

Ability to write technical reports and review reports completed and submitted by staff.

Thorough knowledge and understanding of state and federal statutes governing the release of property and evidence.

Knowledge of Coral Springs Police Department's Property & Evidence Procedures, Police Records Procedures, and City Policies & Procedures.

Thorough knowledge of warehousing methods, principles and practices, inventory control and office procedures. Must be computer literate and have good basic math skills.

Ability to use a calculator, typewriter, and a personal computer.

Criminal ID Unit Supervisor

Possess good organizational skills for use in assignment of personnel and inventory space usage.

Ability to effectively communicate orally and in writing.

Ability to plan, assign, supervise, and evaluate work of subordinates.

Ability to establish and maintain effective relationships with employees, other departments/bureaus and the general public.

PHYSICAL REQUIREMENTS:

Routine tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of sitting, standing and/or walking.

Non-routine/limited Emergency tasks involve the performance of physically demanding work, which may involve some combination of running, climbing or jumping, and may involve the lifting, carrying, pushing, and/or pulling of moderately heavy and/or heavy objects, materials and/or persons. (20-150 pounds).

ENVIRONMENTAL REQUIREMENTS:

Routine work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations. Due to the nature and non-specific location of some work environments, tasks may include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Few tasks include working in and around moving vehicles and associated vehicle/equipment areas, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents. Limited work tasks require diplomatic, skillful and immediate response to potentially violent situations and must submit to essential safety precautions to avoid personal injury or injury to the general public.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.