

**CITY OF LAUDERHILL
CLASS DESCRIPTION, 2020**

POSITION TITLE: CRIME SCENE SUPERVISOR

GENERAL DESCRIPTION OF DUTIES

Under supervision of a Criminal Investigations Division sergeant, the purpose of the position is to supervise the technical investigation of a crime scene and the continued processing of evidence to assist police officers in their effort to solve crimes. Employees in this classification supervise and coordinate the daily operations of the Crime Scene Unit and provide onsite technical expertise. Performs related work as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Plans, organizes, supervises, trains, and evaluates performance and work of subordinates.

Processes crime scenes and provides direction regarding the processing and submission of physical evidence.

Reviews and approves written reports from members of the Crime Scene Unit.

Prepares and submits the annual budget for the Crime Scene Unit; purchases and maintains an inventory of supplies.

Maintains and analyzes monthly statistics.

Maintains unit schedule and ensures coverage.

Maintains on-call status and responds to major crime scenes to supervise the analysis of evidentiary material and laboratory examinations.

Ensures the policies and procedures of the Crime Scene Unit are current and members of the unit have the most up-to-date forensic information / training available.

Creates annual goals and objectives for the unit.

Testifies in court proceedings for criminal investigations on issues relating to the technical investigation of crime scene.

Establishes procedures to acquire and maintain an International Organization for Standardization (ISO) accreditation.

Acts as a liaison with other agencies such as forensic laboratories.

Researches, prepares and submits grant requests, particularly as they relate to equipment technology and related areas.

Trains officers and less experienced crime scene technicians in crime scene processing and related areas.

Makes presentation to citizens' academies and community groups as assigned.

Directs the activities of other crime scene investigator(s) as needed.

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The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. 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.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs routine office functions such as updating forms, filing, faxing, servicing office machines, operating a computer and answering phones.

Maintains crime scene unit offices and lab in a clean and orderly fashion.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Crime Scene Technology or related field, supplemented by a minimum four (4) years previous experience in the field; or a Master's degree in Crime Scene Technology or related field, supplemented by two (2) years' experience in the field; or an equivalent combination of education, training, and experience may be considered.

SPECIAL REQUIREMENTS

Supervisory experience (preferred)

Valid Florida Driver's License; **and**

Candidates must provide proof of having successfully completed specialized training, in the following areas:

Crime Scene Processing

Fingerprint Identification and Processing

Crime Scene Photography

Shooting Incident Reconstruction

Advanced Courtroom Testimony

Automated Fingerprint Identification System

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

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Human Interaction: Requires the ability provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, division, geometry, trigonometry, and college algebra.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to temperature extremes, strong odors, toxic/poisonous agents, disease/pathogens and traffic hazards.

The City of Lauderhill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.