

CRIME SCENE SUPERVISOR

SUMMARY:

Under general supervision, supervises the daily functions of the crime scene unit; provides onsite technical expertise; processes and collects evidence at crime scenes; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are not in any hierarchical order)*

1. Supervises the day-to-day functions and operations of the crime scene unit.
2. Prepares and monitors annual operating budget for the crime scene unit.
3. Supervises employees engaged in crime scene cases, maintains discipline according to established City and police department regulations, ensures that personnel adhere to existing laws and standard operating procedures, and completes employee performance appraisals.
4. Reviews all reports for investigative accuracy.
5. Gathers and processes crime scenes including photographs, evidence collection, diagrams and other pertinent information.
6. Testifies in court regarding evidence collected, fingerprints identified and other issues related to the court case.
7. Prepares, analyzes and packages evidence and writes detailed investigative reports.
8. Utilizes chemicals, powders and physical methods for detection and visualization of latent prints using proper safety equipment and procedures. Compares latent prints with a suspect's known inked prints to determine probable match.
9. Prepares a variety of reports, maintains records; reviews and responds to correspondence received.
10. Serves on committees as assigned.
11. Answers phones, maintains filing system, and performs other general office duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of supervision.
- Knowledge of the principles and practices of modern police administration and law enforcement methods.
- Knowledge of the proper protocols in Criminology.
- Knowledge of local, state and federal regulations affecting work.
- Knowledge of photographic equipment and other crime scene processes.
- Knowledge of crime scene investigation techniques.
- Knowledge of Business English, grammar, punctuation.
- Skill in latent processing, evidence collection, photography and other crime scene activities, and spelling and in preparing detailed reports.
- Skill in recovering, preserving and comparing latent prints.
- Skill in identifying crime scene evidence.
- Skill in training and supervising assigned staff.
- Skill in working in adverse conditions.
- Skill in operating standard office equipment including a personal computer and related software.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to communicate effectively, both orally and in writing.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate work generally in an outdoor setting. There is frequent need to sit, talk or hear, use hands to finger, handle or feel and perform other similar actions during the course of the workday. There is also the risk of exposure to blood borne pathogens, chemicals, mechanical parts and other hazards. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Criminology, criminal justice, law enforcement or related field and five years of related experience, including one year of supervisory experience, or any equivalent combination of training and experience. A valid Florida driver's license is required.