



City of Tempe

FORENSIC SERVICES SUPERVISOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	381	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$35.385096
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$47.770192
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Forensic Services Supervisor
<i>Drug Screen / Physical:</i>	Y		Y <i>EEO4 Group:</i> Paraprofessionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from the Police Fiscal/Research Manager.
Exercises direct supervision over Civilian Forensic Services Technicians and Fingerprint Technicians.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of experience as a Forensic Technician.
<i>Education:</i>	Equivalent to completion of the twelfth grade supplemented by training in identification techniques, digital photography, or a degree related to the core functions of this position.
<i>License / Certification:</i>	Must possess and maintain a valid driver's license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, organize, supervise and participate in skilled technical work as it relates to the Forensic Services Unit.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Recommend and assist in the implementation of goals and objectives for the Forensic Services Unit
- Establish work schedules, staffing and case load based on calls for service.
- Establish internal policies and procedures and ensure adheres to said policies/procedures.
- Ensure the collection, preservation, and interpretation of evidence from major crime scenes, and that required photographs are obtained.
- Assist detectives and technicians in conducting crime scene investigations and the ability to personally perform required field tasks when necessary.
- Supervise and participate in the examination of latent fingerprints; review comparisons to confirm accuracy; complete fingerprint records.
- Knowledge of and ability to operate, oversee, and maintain various technologies such as digital photography, digital darkroom, automated fingerprint identification systems, digital mug photo systems, etc.
- Research, evaluate, and assist in the purchase of new technology, equipment, identification methods; ensure equipment is properly functioning.
- Prepare and review written reports of identification tasks performed, examinations conducted, and documentation assembled.
- Testify in court as an expert witness concerning latent print comparisons and crime scene investigations.
- Maintain contact and liaison with Police Department personnel involved in criminal investigations and evidence gathering, as well as with personnel with outside agencies and the Department of Public Safety Crime Lab.
- Maintain integrity of criminal histories, as well as other databases used by the unit.
- Maintain contact and liaison with vendors.
- Prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; recommend and implement disciplinary action where appropriate.
- Serve as the site manager for the Arizona Automated Fingerprint Identification System Operational Procedures Committee (AZAFIS OPC).
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects;
- Operate city vehicles;
- Climb stairways, ladders, and work on elevated structures;

- Traverse uneven surfaces;
- Other physical labor essential to the classification;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to blood and airborne pathogens; bodily fluids; etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours;
- May work alone for extended periods of time.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective August, 1999
Revised Jan 2002 (Title Change)
Revised April 2004 (Duties Change)
Revised Feb 2011 (Driver's License Requirement)
Revised March 2014 (Title change, update to job duties)