



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: FORENSIC SPECIALIST SUPERVISOR

DEFINITION: Under general direction, plans, directs, evaluates, and coordinates the daily operation of the Crime Laboratory Latent Print/Crime Scene Section.

REPORTS TO: Forensic Science Services Director

EXAMPLES OF DUTIES:

- Supervises and participates in the work of crime scene investigations as it relates to recognition, collection and preservation of evidence;
- Conducts comparative analysis of latent prints to inked or digitally captured prints, which includes preparing and entering latent fingerprints in the Automated Fingerprint Identification System (AFIS);
- Prepares detailed written reports of crime scene investigations;
- Supervises and prepares court exemplars and testifies as an expert in court;
- Maintains unit files and keeps records;
- Acts as Section liaison with and/or assists Criminalists, Photographers, Police Officers, Attorneys, and Officers of the Court;
- Prepares employee performance evaluations;
- Prepares and posts work schedules;
- Provides guidance to staff in resolving difficult technical problems;
- Reviews and evaluates completed work assignments;
- Oversees progress of assigned case work and status backlogs;
- Initiate, investigate and make recommendation for disciplinary action, if necessary;
- Makes recommendations concerning the procurement of equipment;
- Develop and/or update Section policies & procedures and the annual budget;
- Trains personnel in collection and preservation of evidence;
- Review and revise analytical procedures or unit policy as needed;
- Communicates with federal, state and local law enforcement agencies, and identification units;
- Attends community meetings as a speaker;
- Operates a City vehicle; and
- Performs other duties as required.

MINIMUM REQUIREMENTS:

- Four years of full-time, paid experience in crime scene investigation, including identification techniques, examining latent fingerprints, fingerprinting and photography of crime scenes with a law enforcement or similar agency **AND** graduation from an accredited college or university with a Bachelor of Arts/Science degree in Criminalistics, Chemistry, Physics, Biological Sciences, Criminal Justice or a related field;
- Knowledge of analytical and evaluative techniques for detecting evidence and interpreting significance;
- Ability and willingness to operate a personal computer or computer terminal;
- Ability to communicate effectively both orally and in writing;
- Willingness to work day/afternoon/night/split shifts, weekends, overtime, holidays and on-call;
- A valid California Class C motor vehicle operator's license.

DESIRABLE QUALIFICATIONS:

- A Latent Print Comparison Certification issued by the International Association of Identification (IAI).

HISTORY:

- Approval/Adoption Date: 12/29/2006 - Human Resources
04/04/2007 - Civil Service