

COUNTY OF SANTA BARBARA

FORENSIC UNIT SUPERVISOR

Est:

DEFINITION: Under the general direction of the Criminal Investigations Lieutenant, assigns, reviews, and participates in the work of the Sheriff's Office Forensic Unit. Duties and responsibilities of the Forensic Unit include: identification, collection, and preservation of evidence at crime scenes; video and photo documentation of crime scenes; development, collection, comparison, and independent verification of latent prints; creation of crime scene diagrams; participation in courtroom testimony; coordination of in-house training of crime scene unit members; and the performance of related duties as required.

DISTINGUISHING CHARACTERISTICS: The Forensic Unit Supervisor is a first-line supervisor responsible for performing a variety of technical tasks relative to the assigned area of responsibility. This is a non-sworn position that exercises direct supervision over civilian Crime Scene Technician and administrative support staff and is responsible for the effective and efficient operation of the unit. This class is distinguished from the Crime Scene Technician class series by its full supervisory responsibility over the Forensic Unit.

EXAMPLES OF DUTIES:

1. Supervises, plans, and coordinates the work of the Forensic Unit and effectively supervises, prioritizes, and evaluates the work of Crime Scene Technician I, II, and Senior positions, as well as administrative support staff.
2. Oversees and participates in the identification, collection, and preservation of physical and trace evidence at crime scenes, including video documentation, photo documentation, and crime scene diagraming.
3. Coordinates and works with Santa Barbara County Sheriff's Office/Santa Barbara County Human Resources divisions, recruiters, and Sheriff's Office management when hiring new Crime Scene Technicians and Administrative Office Professionals; manages the Forensic Unit calendar to approve leave time and ensures Crime Scene Technician availability to respond to call-outs.
4. Directs and participates in latent print recovery methods and comparisons, including the use of the Integrated Automated Fingerprint Identification System (IAFIS)/Universal Latent Workstation (ULW) System.
5. Testifies in court regarding the processing of crime scenes, latent prints, laboratory processing of evidence, and related testimony.
6. Attends and documents autopsies.
7. Reviews and approves highly technical reports containing laboratory results, fingerprint comparison results, and crime scene processing reports written by Crime Scene Technicians.
8. Writes clear, concise, and comprehensive reports.
9. Coordinates and provides technical professional support services for law enforcement personnel and other outside law enforcement agencies.
10. Maintains the effective and efficient operation of the Forensic Unit and continually works to improve unit performance and the quality of its services to the public.
11. Develops and maintains new hire and ongoing training programs for Forensic Unit staff, as well as deputies throughout the organization.

EMPLOYMENT STANDARDS:

1. Five years of increasingly responsible experience in a law enforcement setting that included performing fingerprint identification duties (i.e., examining and comparing latent fingerprints; analyzing, classifying, and indexing); using digital forensic photography, including the use of software to enhance images; extensive forensic lab and field expertise; experience using CAL ID, the statewide automated fingerprint system; or,
2. Two years of experience performing duties equivalent to the classification of Crime Scene Technician Senior with Santa Barbara County; or,
3. a combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities.

ADDITIONAL REQUIREMENTS:

- A valid California Class C Driver's License is required at time of appointment.
- Positions in this class are subject to being called back to work after hours and on weekends.
- This assignment may be assigned to work in the areas of the County.
- This position may be required to work in rural areas, on uneven ground, and around hazardous conditions commonly found in crime scenes

Knowledge of: basic principles and practices of employee supervision, evaluation, and training; accepted crime scene processing methods used in the forensics field; comprehensive photographic and identification techniques used in law enforcement; fingerprint identification, classification, and analysis; various computer software use and techniques.

Ability to: direct, plan, coordinate, prioritize, and evaluate the work of subordinate-level staff; supervise, train and develop staff; analyze and compare latent fingerprints; take clear and accurate photographs, using a variety of equipment; testify effectively in court; work with minimum supervision; write clear concise technical reports; review and approve highly technical reports assuring quality of content and procedural correction; communicate effectively, both orally and in writing; communicate in a clear and concise manner when explaining procedures/techniques used on evidence and how specific laboratory results were obtained; take a proactive approach in problem solving; analyze various types of situations/problems and make sound recommendations for resolution; use tact, initiative, prudence, and independent judgement within general policy and legal guidelines; establish and maintain cooperative working relationships with within the Forensic Unit, the Santa Barbara County Sheriff's Office, and other law enforcement agencies; learn Santa Barbara County Sheriff's Office Forensic Unit procedures and standard operating procedures; understand, interpret and apply laws, statutes and policies.

Background Check: Employment in this class requires successful completion of a background investigation and polygraph.

SPECIAL REQUIREMENTS: Incumbents in this class must be able to distinguish all colors in the visible spectrum.

Class #3690

EEOC: 8

Medical: A

VTS PTS: NO

Bargaining Unit: 25