

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: EVIDENCE AND CRIME LAB SUPERVISOR
CLASS CODE: 3090

FLSA STATUS: NON-EXEMPT

EFFECTIVE DATE: AMENDED 4/15/08 (Revised 10/17/2006 version)
DEPARTMENT: SHERIFF

JOB SUMMARY

Under general direction of a Lieutenant, oversees daily operations of the crime lab and evidence room and supervises personnel in office, field, and laboratory settings to ensure activities conform with state and federal law, professional practice, and laboratory regulations. Gathers and processes evidence at crime scenes. Conducts analysis of evidence involving multiple forensic science disciplines.

CLASS CHARACTERISTICS

This is a function manager classification level with full supervisory responsibilities.

ESSENTIAL FUNCTIONS

Supervises, plans, coordinates, and directs the work of assigned personnel.

Assists with staffing decisions within the assigned function including hiring, training, performance evaluation, scheduling of work load, delegation of assignments, and retention of assigned personnel.

Compiles, maintains, and reviews all reports, daily work records, time cards, payroll information, work specifications, shift logs, and appropriate documentation for assigned personnel.

Drafts, recommends, and implements policy and procedure related to the evidence function.

Correlates function involvement within the department, with other county departments, and outside agencies.

Monitors control of evidence room, storage, trailer, and vehicle(s). Oversees the inventory and maintenance of all supplies and equipment for crime scenes, processing evidence, and developing photographs.

Ensures that all property and laboratory reports and procedures are accurate, consistent, and in compliance with department policies and recognized standards.

Performs advanced investigative and field supervisory functions requiring specialized training in complex technical aspects of evidence collection and analysis, crime scene photography and related forensic devices, and finger printing and identification.

Provides expert assistance to detectives and other law enforcement personnel related to the documentation and processing of crime scenes and the collection and preservation of evidence.

Provides technical assistance to the prosecutor's staff and assists in developing case arguments and preparing evidence for court presentation.

Manages trial exhibits and evidence. Gives "expert" testimony in court on matters pertaining to crime scene investigation techniques, fingerprints, latent print identification, photography, or other forms of physical evidence identification.

Serves as a member of the Utah County Attorney's Protocol Team for officer-involved shootings.

Performs all duties of subordinate personnel as necessary to ensure proper operation of evidence functions.

Responds to call backs and call outs as requested.

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KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative relationships with those contacted in the course of work activities; Ability to communicate verbally and in writing; thorough Knowledge of proper crime scene investigation, fingerprinting, Automated Fingerprint Identification Systems, photography; and evidence collection, preservation, and storage techniques; Knowledge of laboratory methods, processes, and procedures specific to crime scene and evidence analysis and related state and federal lab requirements; Ability to make rapid decisions and solve problems under pressure; Knowledge of department policies, criminal law, and court procedures; Ability to organize data, file, type, and use computers to complete reports and retrieve case information; Ability to analyze and organize evidence for prosecution; Ability to supervise and train others while maintaining own workload; and Knowledge of training and supervisory techniques.

PHYSICAL DEMANDS

Regularly sit at a desk or table; Frequently walk, stand, or stoop; Regularly lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; Ascend or descend ladders, scaffolding, ramps, poles, and the like; Use tools or equipment requiring a high degree of dexterity; Regularly drive a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; Need to distinguish between shades of color; and Communicate via radio.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled room and in a partially environmentally controlled building; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to contagious or infectious diseases and/or hazardous chemicals; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; Work requires use of protective devices such as masks, goggles, and gloves; Work requires responding to call-outs after regularly scheduled shifts on an as needed basis; and Work exposes incumbent to unknown, dangerous, and/or life-threatening conditions.

EDUCATION AND EXPERIENCE

Bachelor degree in Forensic Science or related field and eight (8) years work experience in a crime lab or as part of a crime scene processing unit. Equivalent combination of education and experience may also be considered. Preference may be given to applicants who have successfully completed a basic and an advanced course relating to one of the forensic disciplines recognized by the International Association for Identification (IAI) or the American Academy of Forensic Sciences (AAFS) sponsored by the FBI, IAI, AAFS, Police Officer Standard Training (P.O.S.T.) or other recognized entity and/or to applicants with supervisory experience..

Selected applicants are subject, and must pass, a full background check.

LICENSING AND CERTIFICATION

Applicants must possess a valid State of Utah Driver's License.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.