

COUNTY OF SOLANO

IDENTIFICATION BUREAU SUPERVISOR

DEFINITION

Plans, supervises, reviews, coordinates and participates in the work of the Identification Section of the Sheriff's Department; serves as a member of department's management/supervisory team.

CLASS CHARACTERISTICS

This is a non-sworn first line supervisory position responsible for the day to day operations of the Identification Bureau in the Sheriff's Department. Incumbents perform technical and administrative work related to crime scene investigation. It is distinguished from Lieutenant-Sheriff, in that the latter is a sworn officer having overall responsibility for the bureau.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Chief Deputy.

Exercises supervision over technical staff.

EXAMPLES OF DUTIES - *Duties may include but are not limited to the following:*

Plans, organizes and supervises the work of staff engaged in crime scene investigation; establishes work standards; instructs staff in methods of collection and evidence processing; interprets applicable laws, rules and regulations; assigns, reviews and evaluates the work of subordinates engaged in technical activities.

Assists in the planning, development and implementation of training programs; develops and implements new procedures relating to the work of the bureau; provides guidance on work methods and approaches to problem solving; participates in the hiring and training process; recommends personnel actions related to employee selection, advancement, transfer, and discipline.

Manages projects; prepares and monitors budgets for assigned projects and programs.

Provides input relative to policy, budget training, personnel needs, equipment and long-range planning; establishes, implements and maintains procedures and policies for fingerprint system relative to user case submissions and user protocols.

Provides liaison with other public agencies regarding CAL-ID; maintains the CAL-ID fingerprint database; oversees standard physical evidence processing; maintains records and files pertaining to crime scene investigations.

Responds to crime scenes, identifying, collecting and preserving physical evidence; performs tests to

identify and analyze various types of substances including narcotics; photographs crime scenes; conducts firearm examinations for purposes of determining the type of firearm used; takes and provides manual fingerprint comparisons and classification.

Secures and prepares crime scene evidence; prepares and delivers evidence for analysis; prepares exhibits and reports; testifies in court as an expert witness; maintains photographic and assorted equipment; maintains and stores crime scene property and evidence; testify in court as an expert witness.

Writes or assists with preparation of a variety of documents and reports.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices and techniques of evidence collection, manual and automated fingerprint identification and classification

Photographic imaging systems, forensic photography and preservation of evidence

Legal principles relating to the use and admissibility of physical evidence and the principles and techniques of crime scene investigation

Live-Scan Fingerprint equipment and CAL-ID Fingerprint systems.

Principles and practices of supervision and general personnel practices.

Management information systems and the operation of a computer.

Skills to:

Utilize basic office equipment; use a computer to gather and analyze data.

Operate cameras and other photographic equipment

Drive a motor vehicle.

Ability to:

Comprehend, interpret, explain, and apply a variety of complex laws, regulations, procedures, medical terminology, and other information related to investigations; testify as a court expert in crime scene and evidence procedures.

Plan, organize and supervise work of employees engaged in crime scene investigation; determine and evaluate levels of achievement and performance; secure cooperation and teamwork among staff.

Identify and analyze administrative problems and implement operational changes; understand program objectives in relation to departmental goals and procedures; develop goals and objectives.

Prepare budgets.

Communicate effectively both verbally and in writing;

Establish and maintain cooperative working relationships;

Classify fingerprints accurately.

Maintain accurate records and document actions taken; research procedures and regulations and/or other technical reference materials; prepare narrative and statistical reports.

Maintain confidentiality of information.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Three years of technical experience in a law enforcement crime laboratory or identification section performing manual and automated fingerprint identification classification, forensic photography and collecting, preserving and storing crime scene evidence.

Education/Training:

College level course work in criminology, forensic science or related field.

SPECIAL REQUIREMENTS

Possession of a valid Class C California driver's license is required.

Independent travel is required.

Incumbents may be required to work outdoors in all types of weather conditions outside of normal business hours.

Incumbents must be able to wear portable respiratory equipment.

Candidates for positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Incumbents must be able to occasionally lift objects weighing between 25-50 pounds.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness.

Director of Human Resources

Established Date: March 1996

Revised Date: November 2002

BOS Date: June 30, 2003

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