

CITY OF GLENDALE

TITLE:	Police Identification Supervisor	CLASS CODE:	639
REPORTS TO:	Police Lieutenant	GRADE:	24
DEPARTMENT:	Police	FLSA:	N
JOB SPECIFICATION DATE: October 1, 2007 ab			

JOB SUMMARY

Supervises the collection, examination, interpretation, classification, and preservation of evidence and the conducting of crime scene investigations and performs those duties as necessary.

ESSENTIAL FUNCTIONS

1. Assigns, trains, coordinates, supervises, prioritizes, and monitors the activities and staff in the Police Identification Unit of the department.
2. Collects, examines, interprets, and classifies evidence from major crime scenes; takes photographs.
3. Examines latent fingerprints; makes comparisons to confirm accuracy; completes fingerprint records.
4. Assigns special duties and projects to technicians.
5. Provides recommendations and justifications for the section budget.
6. Prepares updated policies and procedures for approval based on technological improvements, case law, and best practices.
7. Responds and participates in major calls such as homicides and officer involved shootings.
8. Prepares and reviews written reports of investigations as required.
9. Performs the duties of an Identification Technician as necessary.
10. Prepares materials for departmental training sessions.
11. Act as property/evidence supervisor in the absence of the Sergeant.
12. Prepares requests for purchases.

SECONDARY FUNCTIONS

13. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Classification, comparison, identification, filing and searching of fingerprints
Rules of evidence and related city, state and federal statutes
Techniques used to collect, analyze, and preserve evidence
Firearms safety and handling
Evidence identification equipment, including lasers, alternative light sources, illumination techniques, and forensic photographic techniques
Safety procedures during evidence gathering
General supervisory theory and practices

Skill in:

The use of latent fingerprint development and recovery equipment
The use of digital photographic equipment
The use of laboratory equipment
The use of AFIS systems

Ability to:

- Direct, supervise, and evaluate the work of subordinates
- Use computerized data entry and retrieval systems
- Identify and evaluate evidence
- Testify in court as a latent print/fingerprint expert
- Communicate effectively, both orally and in writing
- Evaluate, prepare and present evidence in court and testify as a latent print expert
- Establish and maintain effective working relationships with the general public and members of the criminal justice system

WORKING CONDITIONS

The risks of exposure to hazardous substances during crime scene investigations can be substantially controlled by the use of safety precautions. Heavy lifting and climbing ladders may be required during major crime scene investigations. Work is performed in all weather conditions.

MINIMUM QUALIFICATIONS

Associate's degree in police science or criminal justice and three years experience as a police identification technician.

Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities is qualifying.

SPECIAL REQUIREMENTS

- Valid Arizona driver's license
- Subject to emergency call back duty
- Completion of the FBI Basic Fingerprint School
- Completion of the FBI Advanced Latent Print School
- AzAFIS latent print operator certification
- APOST General Instructor Certification