



**CITY OF HAWTHORNE  
POLICE DEPARTMENT  
FORENSICS SUPERVISOR  
Classification Specification  
(Classified)**

**JOB SUMMARY**

The Forensics Supervisor, under direction of the Detective Bureau Lieutenant and/or Detective Bureau Commander, direct, coordinate and oversee all administrative, operational and facility management functions within the Forensic Unit which includes evidence preservation/collection at crime scenes, fingerprint examination utilizing the Automated Fingerprint Identification System (AFIS), digital imaging/analysis of evidence and civil identification; develop policy and procedures compliant with federal, state and local ordinances related to all functional areas; ensure maintenance and integrity of all evidence; oversee training program and professional certifications of unit personnel; evaluate the effectiveness and efficiency of current processes and ensure alignment with progressive technology and industry best standards; manage employee performance and the quality and timeliness of work products/services from the unit; provide court testimony as required.

**SUPERVISION RECEIVED**

The Forensic Supervisor is a non-sworn employee and reports directly to the Detective Bureau Lieutenant and/or Detective Bureau Commander.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following is a list of typical duties assigned to the Forensics Supervisor. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Manage, supervise and coordinate the Forensic Unit and its daily operations, providing personnel management and leadership including identifying training/professional development needs, conducting performance review, recommend discipline and recognizing employee accomplishments. Supervise, direct and evaluate assigned staff, process employee concerns and problems, direct work, determine work procedures, complete employee performance evaluations, conduct interviews and make hiring recommendations.
- Monitor activities of the Forensic Unit, ensuring compliance with investigative procedures, the integrity of evidence and quality reporting. Conduct routine audits of systems, processes and evidence management systems and assess proficiency/competency of unit personnel.
- Oversee the creation and maintenance of unit policies and procedures. Perform regular duties and responsibilities of the Forensic Technicians in their absence. At complex crime scenes, e.g. officer-involved shootings, oversee Forensic Technicians.
- Serve as the unit liaison for case status/disposition both within the department as well as with outside federal, state or municipal agencies.

- Review, update and maintain policy and procedure for the unit. Develop new guidance as required to improve the forensic unit operational effectiveness and to incorporate evolving evidentiary techniques in accordance with industry standards and best practices.
- Develop proposals to address unit current and future needs in terms of equipment, training, technology changes/upgrades, professional certifications, etc.
- Participate in Detective Bureau staff meetings.
- Coordinate training activities for unit employees, select and approve training activities, ensure adequate training of all unit personnel. Provide training programs for sworn personnel and for citizen groups.
- Oversee the maintenance of fingerprint, photographic, and other crime scene equipment and related record systems to enable timely processing and quick retrieval of information or data.
- Prepare various reports related to unit activities for presentation to members of the Police Department command staff.
- Monitor unit budget, forecast projected costs and prepare annual budget, including providing justification when new funding is required for the unit.
- Testify in court as an expert witness regarding crime scene and identification procedures, unit/department policy and procedures, training protocols, etc.
- Handle all work scheduling pertaining to Forensic Technicians and their duties.
- Responsible for the full range of supervisory activities in the Forensic Unit including selection, training, evaluation, counseling, and recommendation for dismissal.
- At the direction of the Detective Bureau Commander, act as a liaison between the Detective bureau and other police bureaus for the utilization of Forensic Technicians.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience**

- Bachelor's Degree in a physical science or criminal justice related field.
- Five (5) years of work experience as a Forensic Specialist, or equivalent title, at an accredited forensic laboratory, or law enforcement agency, participating in site investigations and laboratory analysis.
- Three (3) years working in a lead or supervisory capacity.

### **Licenses, Certificate and/or Special Requirements**

- A valid California class "C" driver's license, safe driving record, and proof of insurance are required at the time of appointment.
- Must successfully complete a background investigation and/or polygraph examination.

## **QUALIFICATION**

### **Knowledge, Skills and Abilities**

- Knowledge of the theories, techniques and practices of modern crime scene technology, the science of fingerprinting and photography, and the application of the forensic sciences as they apply to the criminal justice system.
- Knowledge of the theories, techniques, and operation of the AFIS program and other related identification programs.
- Knowledge of digital imaging/analysis as it relates to recovering evidence from cell phones, computers and video.
- Knowledge of rules of evidence and court methods and procedures.

- Knowledge of the city and police budget process and administration policies.
- Knowledge of City purchasing processes and applicable laws.
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- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in utilizing computer equipment and systems, including various software programs.
- Skill in operating specialized forensics equipment and tools safely and effectively.
- Skill in fingerprinting techniques.
- Skill in forensic evidence photography.
- Ability to train subordinates.
- Ability to plan, supervise and manage the work of subordinates, following appropriate administrative procedures.
- Ability to prepare complex reports.
- Ability to provide accurate and professional testimony in a court of law.
- Ability to communicate effectively.
- Ability to establish and maintain effective working relationships with other employees and the general public and to create a positive work environment, promote teamwork and provide equal opportunities for all personnel.
- Ability to perform all the duties of a Forensic Specialist and to supervise the collection of evidence and document appropriately.
- Ability to work safely under all hazardous conditions and with hazardous materials.
- Ability to maintain confidentiality regarding all investigations and departmental information.
- Ability to collect evidence, or transport equipment, which may require bending, crawling, lifting, or climbing over various surfaces and locations.
- Ability to organize and manage time efficiently.
- Ability to work outdoors in extreme weather conditions.
- Ability to operate a motor vehicle.

### **PHYSICAL DEMANDS**

Requires light to medium work that involves climbing, bending, stooping, crawling, pulling, walking, standing, lifting, pushing and raising objects; and involves exerting up to 20 pounds of force on a regular and recurring basis and 20 to 50 pounds of force on an occasional basis and routine keyboard operations. The job may risk exposure to extreme heat and/or cold, bright/dim light, dusts and pollen, wet or humid conditions, noise levels, animals/wildlife, fumes and/or noxious odors, traffic, electrical shock, heights, disease/pathogens, toxic/caustic chemicals and explosives, flying, and confined spaces. Requires work in high risk crime areas. The job requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception. This position requires evening, holiday, and weekend shifts and the ability to adjust working hours with limited notice as needed. Working conditions may be inside or outside with potential exposure to temperature extremes, high noise, oily surfaces, dust, and inclement weather.

FLSA Status: Non-Exempt  
Bargaining Unit: HPCA  
Civil Service Status: Classified

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