

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

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| CLASS TITLE: | SHERIFF'S EVIDENCE UNIT SUPERVISOR | CLASS CODE: 7067 |
| DEPARTMENT: | SHERIFF | |
| REPORTS TO: | SHERIFF'S SERGEANT | DATE: 06/05 |

JOB SUMMARY:

Primary responsibility is to supervise and participate in ensuring the integrity and security of evidence, and supervise all daily activities of the Evidence Unit in the Sheriff's Office; performs responsible technical and first-level supervisory duties.

DISTINGUISHING CHARACTERISTICS:

The incumbent of this single position job class plans, organizes, directs and supervises the collection, maintenance and preservation of evidence; in a non-sworn capacity, performs field and laboratory photographic and technical evidence work and maintains criminal identification records and evidence as part of the investigation and prosecution work of the Department; and provides administrative support to management staff.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises and administers all aspects of evidence activities.

Monitors and communicates policies, procedures, and standards to identify and correct deficiencies or problems; develops, recommends and implements new or revised policies and procedures.

Monitors and directs the work of Evidence Technicians.

Monitors and gives direction to the Sheriff's Services Technicians regarding ensuring the integrity and security of evidence.

Maintains discipline and ensures that department rules and policies are followed by subordinates.

Supervises day-to-day operations to ensure efficient and safe operation of the Evidence Unit; directs all activities related to evidence collection, processing, and preservation.

Reviews major case evidence and makes recommendations to appropriate case agents.

Responds to major crime scenes to assist in identifying items to be used in investigations; performs crime scene photography, including stills and video taping; processes fingerprints and tire/shoe prints; collects/packages items appropriately; transports items to main storage facility; assists with removing deceased from major crime scenes; provides photographic record of autopsies.

Acts as the liaison with appropriate laboratories including Department of Justice Forensic Laboratories, DNA, Toxicology Laboratories, Secret Service, ATF, FBI, Missing and Exploited Children's Unit, Forensic Anthropology, Dentistry or Pathology, LA Coroner, etc.

Maintains records; prepares reports, correspondence and other written documents as needed.

Maintains and coordinates evidence activities with the District Attorney's Office, Public Defender's Office and various other agencies.

Responds to discovery requests for production of evidence.

Maintains contact and effective working relationships with other law enforcement agencies.

Testifies in court to present evidence as required.

Participates in meetings with Sheriff's staff, investigators, Department of Justice representatives, and others for the purpose of gathering and exchanging information related to investigations.

Performs the duties of an Evidence Technician as needed.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Video Equipment Vehicle
Evidence Collection Equipment Computer

Photographic Equipment
Pager

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED,

Two or three years of fingerprint and crime scene processing; or,

Any combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License – Class C or better

Completion of Basic and Advanced Field Evidence Technician Course and possession of Crime Scene Investigations certificate.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Applicable state, federal and local ordinances, laws, rules and regulations.

Administrative principles and practices, including goal setting and implementation.

Supervision of staff and activities.

Principles and practices of evidence collection, analysis and management, in addition to advanced criminal identification techniques emphasizing photography and fingerprinting.

Modern methods, practices and techniques of law enforcement work including knowledge of criminal investigation and crime scene analysis.

Use of various electronic video and photography equipment.

Standard fingerprint classification methods, practices, records, and equipment.

Photography and the various methods of printing, developing and enlarging negatives to pictures.

Mandates governing safety standards of handling, storage and disposal of hazardous and carcinogenic materials.

Principles and practices of work safety, including the handling of urine and blood samples.

Record keeping, report preparation, filing methods and records management techniques.

All computer applications and hardware related to performance of the essential functions of the job.

External governmental agencies related to assignment.

Testifying in court.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Organizing, implementing, and directing the Evidence Unit operations and activities.

Performing a variety of evidentiary collection methods and analyses, emphasizing photography and fingerprinting, including the performance of latent fingerprint comparisons and analysis; elementary laboratory developing, printing and enlarging of photographs for courtroom presentation; and more sophisticated field forensics.

Observing, analyzing, and problem solving crime scenes; developing evidence to be processed; knowing, remembering, and understanding the principles of evidence collection and analysis; identifying, interpreting, explaining and enforcing evidentiary and other law enforcement procedures; reviewing and interpreting case reports; and maintaining awareness of safety at all times.

Adapting, understanding, and applying emerging technologies with evidence collection and analysis.

Operating equipment and materials used in photographic and fingerprint work and taking photographs.

Developing and recommending policies and procedures related to assigned operation.

Lifting latent fingerprints and classifying fingerprints accurately.

Interpreting and applying a variety of regulations and procedures dealing with criminal investigations

Maintaining detailed records relating to evidence.

Using tact, discretion, initiative and independent judgment within established guidelines.

Preparing clear and concise reports, correspondence and other written materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with internal staff, citizens and staff of other departments and agencies in order to give and receive information in a courteous manner.

Ability to write reports and correspondence.

Ability to read and interpret documents such as operation

Ability to define problems, collect data, establish facts and draw valid conclusions

While performing the essential functions of this job the employee is regularly required to walk; stand; bend; sit; use hands to finger, handle, or feel; reach with hands and arms; speak and hear; use color, sound, odor and shape perception and discrimination; and lift and/or move up to 25 pounds.

While performing the essential functions of this job the employee is occasionally required to climb and balance; stoop, kneel, crouch, or crawl; and lift and/or move up to 75 pounds.

Working Conditions:

While performing the essential functions of this position the employee is occasionally exposed to outdoor weather conditions and non-weather related cold or hot temperatures; chemicals used in evidence preservation; blood; syringes; and other hazardous materials.

Working time may require irregular hours, shift times, and/or on-call status.

The incumbent's working conditions are typically quiet.