Forensic Unit Supervisor #01373
City of Virginia Beach – Job Description
Date of Last Revision: 07-17-2017

FLSA Status: Exempt  Pay Plan: Administrative  Grade: 10

City of Virginia Beach Organizational Mission & Values
The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary
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.

Representative Work Functions and Responsibilities
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, administering discipline and recognizing employee accomplishments. Supervise, direct and evaluate assigned staff, process employee concerns and problems, direct work, determine work procedures, counsel and discipline, 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.

Serve as the Quality Manager for the Unit’s Quality System designed in accordance with accreditation requirements. Oversee Technical Leaders (subject matter experts) in the creation and maintenance of Unit policies and procedures. Perform regular duties and responsibilities of the Forensic Specialist Supervisors in their absence. At complex crime scenes, e.g. officer-involved shootings, oversee Forensic Specialist Supervisors.

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. Consult with the Detective Bureau Police Captain, the Deputy Police Chief of the Investigations Division, department management staff, public safety agencies and other officials to review operations/activities, review/resolve programs, receive advice/direction and provide recommendations.

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; and oversee the security of the computer equipment and the information contained therein.

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.

Responsible for the maintenance, distribution and disposal of all juvenile processes.

Testify in court as an expert witness regarding crime scene and identification procedures, unit/department policy and procedures, training protocols, etc.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on current workloads and department needs.

**Performance Standards**

Exemplify, apply, and promote the City and Departmental mission, City values and Departmental core values, and strategies; effectively communicate and facilitate communication throughout all levels of the organization and in interactions with others; collaborate with members of the department and direct/oversee daily activities of the unit to ensure that the unit provides effective support of investigations in all functional areas; evaluate programs and initiatives regularly to assess effectiveness of new and ongoing work efforts and develop viable alternatives when deficiencies are identified; consider the immediate and longer term implications of actions when making decisions; manage asset procurement and allocation (staffing, equipment and technology) appropriately and consistently within policy and legal guidelines; provide formal and informal performance feedback to employees that is meaningful, relevant, and timely and promotes employee development; actively engage in continual learning to maintain demonstrated professional competencies in anticipation of future trends and issues, particularly in the areas of legal knowledge, management techniques, technological advances and emerging industry trends; treats others with respect and promote a respectful workplace.

**Minimum Qualifications**

Requires any combination of education (above the high school level) and/or experience equivalent to eight (8) years in the field of forensic science or related field utilizing the required knowledge, skills and abilities and associated with such positions as evidence technician.

Must have, or obtain, a current and valid Virginia or North Carolina driver’s license in accordance with
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Virginia or North Carolina DMV driver’s license eligibility requirements.

Special Requirements
International Association of Identification (IAI) or comparable professional certification as a latent print examiner, forensic investigator or crime scene investigator.

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Must be available to work evenings, weekends, holidays, and overtime when required to meet operational needs.

This position may require that incumbents wear and maintain appropriate personal protective equipment such as, but not limited to, steel toed shoes, safety glasses, gloves, or other designated safety attire and equipment in designated areas of risk. Specific requirements will be determined and communicated by the employee’s supervisor based on position assigned.

Successful completion of a pre-employment physical examination.

An acceptable background investigation including polygraph examination.

Preferred Qualifications
Possession of a Bachelor’s Degree in Forensic Science from a university program accredited by the Forensic Science Education Programs Accreditation Committee (FEPAC).

Supervisory experience.

Knowledge-Skills-Abilities Required to Perform Satisfactorily
A. Knowledge
   1. 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.
   2. Knowledge of the theories, techniques, and operation of the AFIS program and other related identification programs.
   3. Knowledge of digital imaging/analysis as it relates to recovering evidence from cell phones, computers and video.
   5. Knowledge of the city and police budget process and administration policies.
   6. Knowledge of City purchasing processes and applicable laws.
   7. Knowledge of employment law (e.g. ADA, Civil Rights Act, FMLA, FLSA, etc.)
B. Skills
   1. Skill in effectively supervising and delegating duties to assigned staff.
   2. Skill in utilizing computer equipment and systems, including various software programs.
   3. Skill in operating specialized forensics equipment and tools safely and effectively.
   4. Skill in fingerprinting techniques.
   5. Skill in forensic evidence photography.
C. Abilities
   1. Ability to train subordinates.
   2. Ability to plan, supervise and manage the work of subordinates, following appropriate administrative procedures.
   3. Ability to prepare complex reports.
   4. Ability to provide accurate and professional testimony in a court of law.
   5. Ability to communicate effectively with diverse individuals, both orally and in writing.
   6. Ability to establish and maintain effective working relationships with other employees and the

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general public and to create a positive work environment, promote teamwork and provide
equal opportunities for all personnel.

7. Ability to perform all the duties of a Forensic Specialist Supervisor and to supervise the
   collection of evidence and document appropriately.

8. Ability to work safely under all hazardous conditions and with hazardous materials.

9. Ability to maintain confidentiality regarding all investigations and departmental information.

10. Ability to collect evidence, or transport equipment, which may require bending, crawling,
    lifting, or climbing over various surfaces and locations.

11. Ability to organize and manage time efficiently.

12. Ability to work outdoors in extreme weather conditions.

13. Ability to operate a motor vehicle.

Working Conditions
The below stated working conditions are intended to provide a general overview of the environmental
conditions inherent in the job setting, as well as the physical, mental, and sensory requirements
necessary to perform the essential functions of positions in the noted job title. A more detailed
description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the
Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not
discriminate on the basis of disability in its hiring and employment practices. The City shall make
reasonable accommodations for the known physical or mental limitations of a qualified applicant or
employee with a disability upon request unless the accommodation would cause an undue hardship on
the operation of the City’s business.

Physical Requirements: Physical refers to the requirement for physical exertion and coordination of limb
and body movement.
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.

Mental Requirements: Mental refers to the degree that the job involves cognitive activities, and use of
mental processes
Performs specialized technical, supervisory, and professional work requiring strong understanding of
operating policies and procedures and their application to problems not previously encountered; applies
specialized technical or professional principles and practices in the solution of problems; requires normal
attention with long periods of concentration for accurate results and frequent exposure to unusual
pressure.

Environmental Conditions: Environmental refers to job conditions inherent to the job setting, including
those that may lead to injury or health hazards even though precautions have been taken.
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.

Sensory Requirements: Sensory refers to hearing, sight, touch, taste, and smell required by the job.
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.

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