



CITY OF BUCKEYE
invites applications for the position of:

Crime Scene Manager

SALARY: \$27.54 - \$41.30 Hourly
\$2,203.20 - \$3,304.00 Biweekly
\$4,773.60 - \$7,158.67 Monthly
\$57,283.20 - \$85,904.00 Annually

DEPARTMENT: Police

OPENING DATE: 03/09/20

POSITION SCOPE:

Under limited supervision, processes complex/major crime scenes, supervises the Crime Scene Unit and Crime Scene Officers program, including training of personnel and maintaining quality assurance of work performed. This position is accountable to the Lieutenant or Division Manager for the efficient and effective expenditure of the Crime Scene Unit's resources and ensuring the delivery of quality crime scene processing. The position is responsible for keeping current on research and development of technology, new applications, improved equipment and updated procedures relating to crime scene management and processing.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises and coordinates programs and projects involving the Crime Scene Unit and Crime Scene Officers Program.
- Performs a wide variety of professional and technical crime scene services including, but not limited to: crime scene evaluations to determine nature of the crime and methods used; crime scene photography and sketching; recognition and preservation of physical evidence, including fingerprints, tool marks, and tire or footwear/footprint impressions; interpreting physical evidence to link the crime scene and criminal; establishing a competent chain of evidence; and giving effective testimony before courts and other government groups.
- Plans, coordinates and reviews training and performance skills of all Crime Scene Technician and/or Crime Scene Officers assigned to the Crime Scene Unit to accomplish the mission, goals and objectives of the department. Plans and organizes training needs for areas of responsibility such as specialized courses or on-the-job training, ensuring personnel receive training required to meet responsibilities.
- Ensures personnel utilize established crime scene practices, policies and procedures. Provides professional development to staff when needs are determined.
- Prepares crime scene reports and documentation for court cases and testifies as a witness in official proceedings.
- Assists with screening, interviewing and selection process for personnel working in the Crime Scene Unit.
- Maintains and inspects supplies and equipment essential for Crime Scene Unit/Officers to accomplish their mission.
- Administers and maintains a Quality Assurance Program. Implements and adheres to quality assurance and quality control measures to ensure quality crime scene services are provided. Provides suggested corrective action plan to appropriate command staff when quality assurance issues are identified.
- Initiates activities directly related to the effectiveness and efficiency of Crime Scene Unit personnel and programs. Assumes a high degree of accountability for the results of all tasks, projects and programs including fiscal expenditures of the Crime Scene Unit.

- Maintains and monitors crime scene certifications through the International Association for Identification for all personnel.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS & POSITION REQUIREMENTS:

Education and Experience:

Bachelor's Degree in Forensic Science, Natural Science, Criminal Justice or related field from an accredited educational institution and two (2) years field experience in evidence collection and crime scene processing with a law enforcement agency OR an equivalent combination of education and experience providing the requisite skills, knowledge and experience to perform duties of the position.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- City policies and procedures
- Federal, state and local laws relating to collecting, processing, preserving and securing of physical and trace evidence
- Firearms safety and handling
- Principles of record keeping and records management
- Nationally accepted forensic standards and procedures
- Advanced crime scene investigative principles, including recognition, collection and preservation of all types of evidence; crime scene sketching techniques; advanced photography principles and the use of photographic equipment

Ability to:

- Provide technical consultation on the processing of crime scenes and collection of physical evidence
- Develop, document, update and/or revise plans programs and procedures affecting crime scene investigation operations
- Lead, motivate and train personnel
- Effectively testify in a court of law
- Present information, ideas and recommendations clearly and concisely, both verbally and in writing
- Write reports and documentation for court proceedings
- Think and act independently

Skill in:

- Firearms safety and handling
- Operating a personal computer utilizing various software
- Analysis and use of judgment to accomplish job duties
- Establishing and maintaining effective, cooperative working relationships

ADDITIONAL INFORMATION:

Special Requirements: Valid Arizona driver's license with no major driving citations in the last 36 months. Due to the confidential, sensitive nature of work required, successful completion of a polygraph and a comprehensive background investigation is required. Must be able to work irregular hours, including weekends, evenings/nights, holidays and on-call. Must obtain Terminal Operator Level A certification within six months of hire and maintain during employment. Must have participated in leadership training or complete within six months of hire. Additional certification requirements may be required.

Preferred/Desired Qualifications:

One (1) year supervisory experience. Working knowledge of CALEA Standards relating to Collection and Preservation of Evidence. Knowledge of the Organization of Scientific Area Committees for Forensic Science. Current 10 Print Certification. AFIS workstation operator. Arizona POST General Instructor Certification. Level I and Crime Scene Certification as set forth by the International Association for Identification (IAI) or requisite training and experience is preferred.

Physical Demands / Work Environment: Maintain an on-call status as needed for after-hours call out. Processes crime scenes at any hour of the day or night, under any weather conditions. Work can be indoors or outdoors. Systematically surveys areas and formulates a plan of procedure. May work for long periods of time without rest. May include occasional physical labor and endurance. Ability to wear full-face respirator is required. Works with chemicals, powders and body fluids using appropriate protective equipment according to prescribed safety standards and regulations.

Position Reports To: Criminal Investigations Lieutenant

Supervision Exercised: Yes

FLSA Status: Non-Exempt

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.buckeyeaz.gov>

Position #00604
CRIME SCENE MANAGER
ML

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