

## FORSYTH COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE: CRIME SCENE MANAGER**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage the processing of crime scenes including the collection, identification, documentation, analysis, preservation, storage, presentation, and disposition of physical evidence in criminal and civil cases.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; participates in the hiring process; schedules shift assignments and on-call rotations to cover Crime Scene and Property and Evidence Units; develops plans and goals for units.

Provides technical assistance and principal training to employees in work methods; provides written and verbal instructions; answers questions and resolves problem situations.

Delegates special case work, assignments or other shift task to subordinate personnel; schedules and coordinates in-service training; approves time cards, payroll, vacations, leave time; adjusts schedules, staffing, and/or requests overtime to ensure adequate manpower at all times.

Instructs and directs subordinates regarding proper procedure and protocol of the agency; develops training needs and implements instruction ensuring compliance with all related rules and regulations; assists in the development of forensic courses for IAI, local LEA's and the Georgia Public Safety Training Center; inspects personnel for compliance with guidelines, uniform requirements, and other agency regulations; conducts peer review and verification of complex comparative analysis of evidence such as fingerprints and shoe impressions.

Investigates complaints or allegations of misconduct against subordinates; researches, approves, implements, and documents counseling and/or disciplinary action resulting from subordinate misconduct; recommends rewards and commendations for subordinates.

Directs the collection, preservation, examination, intake, storage, and disposition of property and evidence in crime scene investigations; responds to crime scenes; develops latent prints; analyzes, identifies, and classifies fingerprints; compares latent fingerprints of unknown persons or suspects with fingerprint records to verify identity; oversees and maintains the storage of all latent prints.

Manages users as well as searches finger and palm prints on the agency finger print database and Automated Fingerprint Identification System (AFIS).

Oversees the integrity and efficiency of intake, storage and disposition of property and evidence, ensuring compliance with applicable laws and regulations; ensures security measures are adhered to, integrity of evidence is maintained, and chain of custody is preserved.

Provides instruction to precinct for collection and delivery of evidence to appropriate parties; oversees destruction or conversion of items to be disposed of; reviews and approves court orders, newspaper advertisements, release, sale, destruction, and recycling of property and evidence; oversees special projects; conducts audits of evidence as required; inspects property and evidence filing system.

Ensures quality in the forensic analysis of digital photography, video enhancement, latent print enhancement, computer forensics, and drug identification.

Researches, recommends, and implements methods of latent fingerprint development as well as other techniques in crime scene processing; assists in the development of practical examinations and empirical testing of chemicals, biologicals and forensic equipment; researches and implements safety procedures regarding hazardous chemicals and infectious diseases.

Schedules and conducts crime information sharing meetings to discuss Criminal Analysis trends, to coordinate criminal analysis of reported crimes, and to develop appropriate apprehension and deterrent strategies.

Oversees fleet management for assigned department vehicles; supervises the mechanical services and inventory of assigned vehicles.

Performs a variety of administrative tasks; prepares monthly and annual activity reports; establishes and maintains procedural guidelines for the unit; creates worksheets, spreadsheets and reports to aid in workflow and management of data; maintains inventory of equipment and products; researches, prepares, and justifies purchasing requests; confers with vendors.

Researches, prepares and justifies annual budget; conducts analysis for capital improvements within FCSO budget; monitors budget to maximize expenditures; ensures compliance with budgetary guidelines and regulations; conducts research regarding expenditures for specific projects including new and replacement equipment purchases.

Prepares information for court and testifies as needed.

Provides assistance to other departments, agencies, and court systems.

Interacts with community leaders and attends meetings with regard to services provided by the unit; responds to questions from judicial personnel and the general public in reference to the status of property and evidence.

## **ADDITIONAL FUNCTIONS**

This classification is designated as a safety sensitive position which is subject to random drug and alcohol testing and any other drug testing methods as stated in policies adopted by Forsyth County concerning drug and alcohol.

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university with course work emphasis in scientific analysis of chemistry and biology, criminal justice, crime scene analysis or related field of study; five (5) years of experience in forensic science with analysis of various types of crime scene evidence and some supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess certification and/or training in FBI latent print comparison, development and

classification, blood pattern analysis, crime scene photography and video, crime scene reconstruction, and other area as required.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to perform in a supervisory capacity over subordinate supervisors.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

*Forsyth County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*