



FORENSIC INVESTIGATION MANAGER

Department: Sheriff
Job Class #: 249200
Pay Range: Public Safety 15

FLSA: Exempt
Represented: No
CSC Approved: 7/12/05

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is a highly specialized management and supervisory position in the Pierce County Sheriff's Department. The Forensic Investigation Manager is responsible for the operation, direct and indirect supervision the Forensic Unit, which is engaged in the identification of criminal offenders and processing of evidence obtained at crime scenes for the Pierce County Sheriff and other local and federal law enforcement agencies. The quality of the unit's work weighs heavily in the success or failure of prosecution/conviction efforts.

ESSENTIAL FUNCTIONS:

- Manage, supervise and coordinate activities of the Forensic Unit; determine work procedures, prepare work schedules and determine methods for expediting workflow.
- Direct and/or participate in complex or major crime scene investigations.
- Ensure that the Forensic Unit performs accurate criminal identification through the use of sophisticated computer systems; marijuana testing; and laboratory examination of evidence.
- Assign, review and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; assure staff training meets necessary procedural and regulatory requirements; provide adequate coverage during staff absences.
- Monitor and conduct employee performance evaluations; develop performance measures and standards and evaluate employee performance as scheduled or as necessary; counsel employees to achieve improved performance and productivity as required.
- Ensure consistent interpretation and application of laws, rules, policies and procedures
- Ensure professional and accurate preparation of court displays and presentation of evidence in court; teach and demonstrate to others how to prepare and present expert testimony.
- Research, prepare and oversee the Unit annual budget; prepare budget based on established guidelines; monitor and analyze expenditures and revenues.
- Manage two sophisticated computer systems (AFIS and MUGIS) and support them at a multi-agency system administrator level, in addition to the FBI's IAFIS interface system, image enhancement computer, and other internal computer operations; work with other departmental groups, other agencies, computer user groups, and federal agencies in the development, testing, and implementation of computer function and hardware.
- Prepare or review correspondence, reports and other documents; respond to requests for a wide variety of information generated by other agencies at the request of various members of the Sheriff's administration.
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FORENSIC INVESTIGATION MANAGER

Class Description - Pierce County

Page 2

ESSENTIAL FUNCTIONS: (continued)

- Formulate, develop, ensure implementation of and provide continuous review of Unit goals and objectives. Analyze, develop, recommend and/or determine improvements to ensure continued operation and system(s) effectiveness.
- Provide expert guidance, instruction, and/or information to staff, system users, community academy classes and others as appropriate in formal and informal settings regarding forensics and the Unit's work.
- Provide expert courtroom testimony in all phases of the job.
- Oversee issuance of Sheriff's Department commission and identification cards and ensure that requirements are met for each card.
- Remain current on information as it relates to the scientific or technical evaluation of physical evidence and ensure the Forensic Unit's practices and procedures are appropriate; make necessary changes to procedures.
- Maintain regular, predictable and punctual attendance.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Meet the traveling requirements of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.
- Safely carry and lift up to 50 pounds.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: The Forensic Investigation Manager reports to the Captain in the Criminal Investigations Division. Work is reviewed for fulfillment of unit/division objectives, for conformance with governing laws and regulations, adherence to budget, and support and furtherance of Department mission, vision and goals. The position has full supervisory responsibility for technical and administrative staff in the Forensic Unit.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Forensic Investigation Manager spends 50%-60% of the work day in an office environment. Frequent travel to and from crime scene investigation sites in the geographic region is required. The incumbent must work outside in inclement weather and safely drive a motor vehicle in all types of road conditions and in emergencies. In the field, the Forensic Investigation Manager responds to crime scenes under a variety of working conditions that are inside and/or outside building structures and often physically dangerous. At crime scenes, the incumbent is exposed to contagious disease and illness, unsanitary conditions and hazardous chemicals. Work is also performed in a laboratory setting. Attention to detailed information for prolonged periods of time is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. The Forensic Investigation Manager position has a variety of physical requirements including, but not limited to, walking, standing, sitting, pushing/pulling, balancing, climbing, kneeling, bending, stooping, lifting, dragging, finger dexterity, twisting the body, reaching, talking, hearing and seeing. The work requires an incumbent to safely carry and/or lift up to 50 pounds, and to safely drive a motor vehicle.

FORENSIC INVESTIGATION MANAGER

Class Description - Pierce County

Page 3

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- An in depth understanding of the practices of forensic science to include fingerprints, photography, entomology, botany, chemistry, DNA evidence handling procedures, interactions of various chemical methods of processing evidence and AFIS digital imaging systems.
- Solid working knowledge of all aspects of the Forensic Investigation Unit.
- Modern effective supervisory practices and principles.
- Current business administration and/or operations principles and practices.
- Pierce County Administrative Guidelines, Sheriff's Department Manual, related bargaining agreements.
- Understand the laws as they pertain to searches, rules of evidence, various legal changes pertaining to the taking of fingerprints, and the various legal opinions written by the Sheriff's legal advisor.
- RCW requirements for secondary dissemination of photos, fingerprints, and evidence.
- Thorough understanding of the user function for all of the units various computer systems.
- Principles of budget preparation and administration.
- Operations, policies, procedures, and objectives of the Pierce County Sheriff's Department.
- Criminal identification methods and procedures.
- Courtroom procedures and rules of evidence with respect to fingerprints and crime scene presentation.
- Modern office organization, human resources principles, practices and procedures, supplies and equipment necessary to supervise a technical work unit.
- Record keeping techniques for a variety of complex and technical data, information and systems.

Skill in:

- Effective communication.
- Operating various departmental and County computer systems and other specialty systems; and equipment as required by the job, such as microscopes, cameras, and others.
- High proficiency in latent fingerprint identification as well as skill in photography and processing film.

Ability to:

- Plan, assign, and coordinate the activities of assigned area of responsibility and assigned staff.
- Supervise, direct, train, evaluate and provide technical assistance to clerical and technical staff.
- Successfully give and receive constructive feedback, listen effectively, and negotiate with others.
- Use independent judgment and knowledge to make appropriate operating decisions.
- Create and maintain a positive work environment.
- Analyze and interpret complex information and situations quickly and objectively; determine a proper course of action.
- Solve problems and resolve conflicts.
- Develop, and implement effective policies, work procedures and objectives.
- Read, interpret, apply and explain laws, codes, rules, regulations, policies, and procedures as they relate to the work.

FORENSIC INVESTIGATION MANAGER

Class Description - Pierce County

Page 4

KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Ability to: (continued)

- Work independently with little direction and work confidentially with discretion.
- Establish and maintain effective and productive working relationships both inside and outside the Sheriff's Department.
- Testify accurately and with a professional demeanor in court.
- Communicate effectively both verbally and in writing, to audiences of various social, educational and economic backgrounds.
- Physically perform the essential functions of the classification.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

MINIMUM REQUIREMENTS TO APPLY: A Bachelor of Arts degree and a minimum of five years fulltime experience at the lead, supervisory, or managerial level performing crime scene investigation with knowledge of automated fingerprint identification systems in the criminal justice field is required. Additional crime scene experience may substitute for up to two years of the education requirement. United States citizenship and the ability to read and write the English language is required by RCW 41.14.100.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Ability to successfully complete the Pierce County Sheriff's Department background investigation, which may include a medical physical, behavioral assessment and polygraph, is required prior to hire. A valid Washington State driver's license may be required.