

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**SUPERVISING CRIME SCENE SPECIALIST – 1018**

**DEFINITION:**

Under direction, to supervise, oversee, and perform the most complex collection, photography, preservation, and documentation of evidence at crimes scenes for police investigations; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Plans, assigns, and coordinates the work of subordinates engaged in photography, collection, development, and preservation of crime scene evidence for police investigations, including identifying and marking items of evidence, dusting for latent prints, and developing casts of foot and tire impressions;
- Ensures that proper procedures are followed in collecting, preserving, and photographing evidence;
- Oversees and processes items of evidence in order to develop latent prints;
- Reviews the quality of latent fingerprints for potential entry into the Automated Latent Fingerprint System (AFIS);
- Ensures that the integrity of evidence has been maintained;
- Supervises and participates in the processing of victims and suspects to obtain DNA evidence;
- Oversees and attends autopsies in order to photograph proceedings and collect DNA evidence;
- Reviews case reports, evidence lists, and field investigations to ensure that evidence is properly recorded and described;
- Writes complex and technical reports;
- Prioritizes and schedules work assignments;
- Provides technical direction and trains subordinates;
- Oversees staff providing testimony and serves as a subject matter expert in court on all phases of evidence collection and handling;
- Maintains an inventory of supplies and equipment;
- Researches new product development;
- Prepares budget estimates;
- Reviews and rates the work performance of subordinates.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Three years of full-time experience in a law enforcement agency processing crime scenes. Qualifying experience must include photography and the collection, development, and preservation of physical evidence (e.g., fingerprints, body fluids, firearms, trace evidence).