



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SUPERVISOR III, CRIME SCENE**
Grade: 13

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs advance managerial level crime analysis work overseeing crime investigations through the collection and analysis of evidence from crime scenes in order to help identify the perpetrator. Work involves supervising and coordinating the daily activities of personnel in support of the Crime Scene Specialist Unit.

EXAMPLES OF WORK PERFORMED

Establishes crime scene and evidence guidelines

Reviews and maintains the laws regulating chain of custody and crime scene investigation

Assists in preparing budget and planning documents

Establishes, writes, and provides training programs and policies for the department

Coordinates and implements assigned projects

Coordinates crime scene calls and ensures appropriate personnel response

Responsible for the operation and supervision of the Crime Scene Specialist Unit

Plans, organizes, directs, supervises and evaluates the work of all assigned subordinate personnel

Implements programs, changes, and activities determined to be in the best interest of efficiency, productivity and service to the County department

Performs physical analysis examinations in the identification and comparison of evidence

Perform field investigations at crime scenes and other pertinent locations to collect and/or preserve evidence subject to laboratory analysis and comparison

Reconstruct situation and physical evidence of crimes in the demonstration and proof of the connection of persons, instruments, or materials with the crime

Testify concerning scientific facts as established in the analysis of evidence

Study new techniques and procedures in the field of crime scene investigations

Cooperate with other law enforcement agencies in crime scene investigations and related areas

Performs other related duties as assigned

EDUCATION AND EXPERIENCE

Graduation from an accredited four (4) year college or university with a major in criminal justice, science or related field

Five (5) years of experience in crime scene investigation, crime laboratory, law enforcement or related field

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Qualified to testify as an expert witness regarding crime scene investigation and evidence collection in District, State, or Federal Court

Crime Scene Analyst Certification preferred

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of strategic and administrative crime analysis

In-depth knowledge of specialty photography and processing

Knowledge of friction ridge identification and latent print comparison

Advanced knowledge of fingerprint classification and filing systems

Proficiency in the identification and interpretation of bloodstain evidence

Knowledgeable in the use of the alternate light source for crime scene searches for latent prints and other trace evidence

Knowledge in arson investigation, firearms identification, narcotics identification and presumptive testing

Ability to work independently to complete duties and essential functions of the position

Ability to understand and carry out complex oral and written instructions is required

Ability to maintain comprehensive, accurate, and organized records

Ability to assign and supervise the work of subordinate personnel must be demonstrated

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations