

10/7/19 

City of Venice, Florida

Job Announcement No. 1950

Classification Title: Criminalistics Manager

Department: Police Department

Grade: 504 (Non-Bargaining)

FLSA Status: Exempt

General Statement of Job

Manages all aspects of the operations and administration of the Criminalistics unit.

City Expectations:

All City of Venice employees are expected to demonstrate **PRIDE** in their jobs by being Productive, Responsible, Innovative, Dedicated and Ethical.

In addition, certain essential city services are required to be maintained in any civil emergency. Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency.

Specific Duties and Responsibilities

Essential Functions:

1. Plans, directs, coordinates, and participates in the activities and operations of the Criminalistics Unit, including crime scene investigation, evidence recovery, evidence processing & storage, forensic laboratory analysis; oversees all forensic crime scene investigations for the City of Venice.
2. Supervises the Criminalistics Unit staff; reviews and approves work of staff responsible for investigating crime scenes, and collecting, processing, storing, and disposing evidence; develops and implements Criminalistics Unit goals and objectives; prepares policies, procedures, rules, regulations, and orders related to crime scene investigation, evidence collection, forensic analysis, and the evidence vaults; develops strategic plans for the operation of the Unit and other areas of the department as assigned by the Chief of Police.
3. Analyzes best practices, new methodologies, procedures and technological advancements in forensics and evidence management to improve quality and efficiency; Coordinates

activities with those of other units, bureaus, divisions and outside agencies or organizations as needed.

4. **Manages and maintains the evidence area/storage according to department polices and accreditation standards.**
5. **Identifies, recommends, and facilitates the training needs of Criminalistics Unit staff. Trains police officers and civilian employees in evidence recovery procedures, processing techniques and forensic examinations.**
6. **Evaluates and makes recommendations to streamline processes and decrease turn-around times to improve Unit operations.**
7. **Provides information for the annual budget request as it relates to staffing and equipment. Supervises expenditures from areas of assigned responsibility to ensure they are within appropriate budget amounts.**
8. **Prepares for and testifies in court regarding crime scene evidence.**
9. **Maintains and ensures the security of all property and evidence held by the department.**
10. **Ensures evidence and property are sent to the appropriate crime laboratory for analyzing and testing.**
11. **Ensures all procedures are followed after evidence is returned by the crime lab and forwards lab report(s) to proper authority.**
12. **Maintains chain of custody, inventories and audits evidence held. Disposes of property and/or evidence in accordance with the Florida State Statutes and City Regulations.**
13. **Serves as the Exposure Control Officer for the police department.**
14. **Advises the general public of policies and procedures on property and evidence items.**
15. **Accurately and legibly prepares records, reports, forms, and other required documentation.**
16. **Investigates and determines ownership of found property in the custody of the Venice Police Department.**
17. **Maintains inventory and issues equipment, except for firearms, to department personnel.**
18. **Recommends hiring, transfer, promotion, discipline and evaluation of assigned staff members.**

Responsibilities:

Responsible for the overall administration of the Criminalistics Unit and programs as assigned by the Chief of Police. Responsible in work to the designated police captain.

Minimum Education and Training

A Bachelor's Degree and five (5) years' work experience as a Crime Scene investigator (or equivalent). Two (2) years of supervisory experience required.

OR

An Associates Degree in Criminalistics, Forensic Science (or equivalent) and ten (10) years Crime Scene Investigator (or equivalent) work experience. Two (2) years of supervisory experience required.

Any of the following certifications are desired: Crime Scene Analyst/Investigator certification from the International Association of Identification (IAI); Evidence Technician certification from the Property & Evidence Association of Florida (PEAF); Certified Property and Evidence Specialist (CPES) from the International Association for Property & Evidence (IAPE).

Minimum Qualifications and Standards Required

Skill Requirements:

Knowledge of applicable federal, state and local laws, regulations and standards relating to police criminalistics protocols, procedures, and methodology. Ability to work independently of direct supervision and capable of sustaining regular and predictable attendance. Must be able to speak and write clearly and concisely; and present ideas in an effective, professional manner to a wide spectrum of individuals. Ability to work, supervise activities, and train employees in several diverse areas of the department. Possess considerable knowledge of the principals of forensic science, and property/evidence room management. Ability to interpret, adapt, and apply guidelines and procedures. Capable of evaluation operations to formulate policy and interpret new strategies and procedures. Ability to develop and maintain effective working relationships with other employees, department directors, elected officials, other government agencies and the general public: working relationships with supervisors, subordinates, fellow employees, and the general public. Possess a valid Florida Driver's license (or valid out-of-state driver's license), free of any serious violations. Out-of-state applicants have 30 days from start of employment to attain a valid Florida Driver's License.

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Requires a working knowledge of the current version of the Microsoft Office Professional software suite including proficiency with Word and Excel. Must have a basic understanding of the current version of the Microsoft Windows operating system. Familiarity with Superior Software applications based on an iSeries system is preferred. Working knowledge of the current versions of Microsoft Outlook and Internet Explorer is also highly recommended. Ability to learn specific computer applications used in the Police Department.

Physical Requirements:

Must be able to sit, stand, walk, bend, stoop, kneel, climb and lift objects of various sizes and shapes up to 40 pounds. Mental acuity to collect, interpret and evaluate data to establish facts. Requires finger and wrist dexterity and hand/eye coordination. Ability to see; hear well, with or without aids; and speak clearly and distinctly. Color vision required. Must be capable of functioning in a high-stress environment with multiple priorities and deadlines. Reasonable accommodation will be considered for individuals with physical disabilities.

Working Conditions:

Works in an office, warehouse or crime scene under various weather/environmental conditions. May on occasion be exposed to blood and other body fluids and adverse conditions for an extended period of time. May be required to travel to a variety of off-site locations. Expected to be available for "call-out" to emergencies beyond regular operating hours if required.

Other:

It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions.

Salary Range:

Grade 504 \$47,428.55 - \$75,885.34/annual

ACTUAL STARTING SALARY:

\$47,428.55-\$61,656.95/annual

(This is an at-will position)

PLEASE NOTE: Any interested applicant must make written application online at www.venicegov.com or on paper to the Human Resources Department at 401 W Venice Avenue, Venice FL. Only applicants considered for an interview will be contacted.

This posting is open UNTIL FILLED.

Applicants (with the exception of current city employees) given a conditional offer of employment will be subjected to physical examination, drug, tobacco/nicotine screening, review of driver's license record, criminal background, and references from previous employers.

The City of Venice is an Equal Opportunity Employer