



HUMAN RESOURCES DEPARTMENT  
POSITION DESCRIPTION

**TITLE:** Crime Scene/Property Manager  
**DEPARTMENT:** Police Services  
**REPORTS TO:** Police Deputy Chief  
**LAST UPDATED:** 02/02/2016  
**JOB CLASS:**  
**FLSA DESIGNATION:** Exempt

**Summary:** Under general direction of the Deputy Police Chief, the Crime Scene/Property Manager oversees the crime scene investigation unit and the daily operations of the Property and Evidence unit. This position coordinates the response to crime scenes and oversees technical investigations that involve the identification, collection, preservation, packaging and analysis of evidence. Supervises assigned staff.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description*

**Essential Job Functions:**

- Manages, supervises, and coordinates the Crime Scene Investigation Unit and the daily operations of the Property and Evidence Unit and provides personnel management and leadership for the division.
- Manages assigned personnel by motivating and leading, correcting personnel issues, resolving problems and administering the disciplinary process.
- Supervises, directs, and evaluates assigned staff, processes employee concerns and problems, Directs work, counsels and disciplines; completes employee performance appraisals; conducts interviews and makes hiring recommendations.
- Serves as Quality Manager and directs Quality Assurance programs for the Crime Lab.
- Maintains lab accreditation requirements.
- Prepares budget requests including justification and narratives for the CSI and Property/Evidence Units.
- Ensures Property employees dispose of property-evidence according to state and city policies in a timely manner. Ensures that evidence and property requiring special handling procedures (firearms, narcotics, etc.) are properly followed.
- Conducts random audits, proficiency and competency testing for all professional and technical staff to ensure compliance with crime laboratory and accreditation requirements.
- Develops, updates, and maintains Standard Operating Procedures for the Crime Scene Investigation Unit and the Property and Evidence Unit.
- Consults with Deputy Police Chief, department management staff, public safety agencies and other officials to review operations/activities, review/resolve problems, receive advice/direction and provide recommendations.
- Coordinates training activities for division employees: selects and approves training activities; ensures adequate training of staff members.
- Develops and conducts division and departmental training programs regarding public safety communications; and coordinates on-the-job training to division personnel.
- Evaluates new techniques, procedures, programs, instrumentation, and technology as it pertains to Crime Scene/Evidence Processing and Evidence Management

- Performs front end casework management duties, which shall include approval of requests, determining priorities, assigning cases to crime laboratory units, monitoring progress of the analysis, and interacting with clients
- Oversees and processes crime scenes by making and recording observations, collecting evidence, monitoring packaging and preserving and analyzing evidence to aid the prosecution of perpetrators.
- Oversees the Processing of crime scenes through taking photographs, dusting for fingerprints, collecting, preserving and logging physical evidence, packaging and inventorying evidence; preparing detailed forensic laboratory reports, and delivering evidence to the Department of Public Safety laboratory for analysis.
- Oversees the response to fatality and serious injury accident scenes for photographic, evidentiary and evidence collection purposes
- Reviews and approves of detailed crime-scene investigation sketches and reports.
- Supervises the maintenance of a comprehensive fingerprint collection from the lifting of latent fingerprints at crime scenes; and analysis and interpretation of latent fingerprints.
- Oversees the use of chemicals to process evidence; use alternate light sources to locate latent fingerprints, serological, biological fluids and trace evidence.
- Calibrates and runs test prints through the Automated Fingerprint Identification System (AFIS) to develop candidate lists for conducting comparisons to identify individuals and latent prints along with technical and administrative reviews.
- Reviews all Crime Scene Reports, Lab Reports, and Property and Evidence reports.
- Testifies in court as expert witness regarding crime scene and police identification matters and evidence seized and evaluated from crime scenes.
- Provides training classes for police officers on crime scenes and providing public safety education at public events

**Other Important Duties:**

- Responds to crime scenes and emergency situations during regular work hours, evenings and weekends.
- Travels to attend meetings, conferences, and training.
- Researches forensic science field for current materials regarding new techniques in locating, collecting and preserving all types of physical evidence.
- Perform other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

**Required Knowledge and Skills:**

- Knowledge of City policies and procedures.
- Knowledge of practices of forensic science to include fingerprints, forensic photography, evidence handling procedures, interactions of various chemical methods of processing evidence and AFIS digital imaging systems.
- Knowledge of the criminal justice system and law enforcement activities.
- Knowledge of local, state and federal law enforcement procedures and practices regarding evidence handling and crime scenes.
- Knowledge of physical evidence gathering and preservation.
- Knowledge of rules of evidence and court methods and procedures.
- Knowledge of safety precautions and hazards related to chemicals and equipment used for evidence collection.
- Knowledge of photography techniques for Crime Scene Investigators.
- Knowledge of basic and intermediate mathematical calculations relevant to documenting and reconstructing crime scenes.
- Knowledge of Quality Assurance/Quality Control procedures and objectives of a Crime Laboratory.

- Knowledge of record keeping techniques for a variety of complex and technical data, information and systems.
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- Ability to provide accurate and professional testimony in a court of law.
- Ability to communicate effectively with law enforcement personnel and other crime scene investigation professionals.
- Ability to organize and manage time efficiently.
- Ability to work independently in the absence of immediate supervision.
- Ability to communicate effectively both verbally and in writing.
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- Proficient in the use of computers and modern office equipment.
- Proficient in the operation of photographic equipment and computer software.
- Proficient in latent fingerprint identification, as well as skill in forensic evidence photography.
- Skill in effectively supervising and delegating duties to assigned staff.

**Preferred Education, Experience, and Certifications:**

- Bachelor's Degree in Forensic Science, Criminal Justice or related field and; five (5) years advanced full time crime scene investigation experience.
- Must have successfully completed A.F.I.S. certification training (both latent and ten-print requirements).
- Must possess IAI certification as a Certified Latent Print Examiner.
- Must possess Texas Forensic Science Academy, IAI or equivalent certification as a Forensic Investigator II or Crime Scene Investigator
- • Must pass a pre-employment drug screen, criminal background investigation, psychological and polygraph tests and MVR check.
- Must possess State of Texas Class C Drivers License

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in municipal police department office and crime scene environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to extended periods of standing, sitting, walking, bending, reaching, crawling, climbing, kneeling, lifting and carrying when responding to an emergency police situation, accident or investigation collecting evidence, photographing or sketching crime scene, or transporting evidence.
- May be subject to exposure to extreme weather conditions, hostile environments, hazardous chemicals and fumes, body fluids, infectious diseases, air and water borne pathogens.
- Work in close proximity to dead bodies in various stages of putrefaction to recover and record evidence, photographing and videotaping the scene.
- Must be able to lift and carry up to 50 pounds.

**Equipment and Tools Utilized:**

- Equipment utilized includes personal computer, copier, calculator, fax machine and other standard office equipment, standard issue police equipment, photographic equipment, chemicals, chemical analysis and fingerprint kits and department vehicles. Standard crime scene investigation equipment to include generators, portable lighting, metal detector, crime scene search equipment and tools, chemicals.

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Approved By:

  
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*John W. Bruce, Chief of Police*

2/5/16  
*Date*

  
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*Shannon Allyn, HR Generalist*

02/02/2016  
*Date*