

DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FORENSIC SERVICES
Sacramento Laboratory
Latent Print Program
420-579-8473-001
Vacant

JOB TITLE: Latent Print Supervisor

STATEMENT OF DUTIES: Under the general direction of the Criminalist Manager, the Latent Print Supervisor is primarily responsible for the technical direction and operation of the Latent Print program, and may be responsible for other aspects of laboratory operations such as coordinating crime scene response for the laboratory or operation of the administrative units. The incumbent advises on quality assurance procedures, writes procedures manuals, and supervises and trains Criminalists, Latent Print Analysts or other staff personnel in various disciplines of forensic science or other laboratory tasks.

SUPERVISION RECEIVED: Supervised by a Criminalist Manager

SUPERVISION EXERCISED: Supervises Latent Print Analysts, Criminalists, Technical staff in various disciplines of forensic science and other support staff.

TYPICAL PHYSICAL DEMANDS: Heavy use of a computer and phone during a typical day.

TYPICAL WORKING CONDITIONS: The Latent Print Supervisor's working conditions range from a private or shared office, to the laboratory area, to the field in order to supervise subordinates working at crime scenes. Travel around the service area for contact with clients and around the state for meetings with other Bureau and Division leaders is also possible.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS

- 50% Responsible for work flow, case assignment, review and approval of all case reports. Monitors technical performance to ensure thoroughness, accuracy, and correct methodology of all evidence examinations. Monitors court testimony of staff. Evaluates the performance of technical staff, and prepares written annual performance appraisals and employee development plans, including implementing necessary corrective measures as needed.
- 20% Adjusts the personnel resources of the laboratory to meet commitments of court, field investigation requests, training, evidence examination, and all other laboratory functions. Ensures that laboratory complies with Bureau regulations and policies.

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- 10% Identifies training needs and develops the skills of assigned personnel to provide professional growth for employees. Ensures that proficiency tests are appropriately assigned and processed and provides follow up counsel and training as needed. Authorizes and approves overtime and leave requests.

MARGINAL FUNCTIONS

- 5% Develops and maintains relationships with law enforcement and district attorneys within the service area regarding technical matters.
- 5% Reviews and advises the Criminalist Manager about purchases of equipment or supplies. Advises Criminalist Manager of laboratory personnel needs or problems.
- 5% Responsible for the laboratory facility and inventory.
- 5% Other duties as required.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature Date

Supervisor's Signature Date