

Polk County Sheriff's Office Job Description
2209 Crime Scene Supervisor

August 13, 1997, Revised October 1, 2009

Position Concept:

The Crime Scene Supervisor performs supervisory duties overseeing subordinates engaged in the processing of crime scenes which includes the documentation, processing, collection and analysis of evidence, and completing necessary paperwork. The Supervisor must be able to perform all the duties of a Crime Scene Technician. The Supervisor's duties include, but are not limited to administrative and operational tasks, as well as responding to crime scenes in a working capacity as a Crime Scene Technician.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Crime Scene Supervisor may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Research and Prepare Statistical Reports
- Assist the Crime Scene Administrator
- Supervise Crime Scene Units
- Compose/Construct Policy, Procedure and Directives
- Attend Meetings
- Act as Liaison with Community
- Conduct Training
- Assist in Preparation of Annual Budget
- Prepare Evaluations
- Prepare and Approve Attendance Records
- Distribute Work Assignments
- Oversee Maintenance on Equipment
- Maintain Equipment Log
- Prepare Purchase Requisitions
- Plan/Design Materials, Forms and Surveys
- Coordinate/Conduct Public Presentations

Education, Professional Certification or License:

- Two (2) year degree from an accredited college or university
- Complete eighty (80) hour *CJSTC approved Line Supervision course or equivalent
- Advanced Crime Scene investigations preferred
- Bloodstain Interpretations preferred
- Buried Bodies and Surface Skeletons preferred

Professional Experience:

- Minimum two (2) years experience as a Crime Scene Technician with Polk County Sheriff's Office
- Some supervisory experience preferred

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

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Environmental Conditions:

- Work is partially performed in an office environment and partially outside the office subject to inclement weather conditions
- Work occasionally involves physical labor requiring agility
- Works with and around various chemicals
- May work around or near grotesque or morbid crime scenes involving the human body
- Works under stressful conditions with varying hours
- Withstand temperature extremes
- Subject to call-out
- May be required to take aerial photographs from a rotary and fixed winged aircraft and not be subject to motion sickness

Required Skills and Knowledge:

Knowledge of:

- Advanced crime scene equipment/repair
- Advanced processing techniques/procedures
- PCSO policy and procedures
- Resources
- Florida State Statutes
- Section needs
- Office supplies
- Operation of the Forensic Unit
- Recharge equipment
- Proper operation of generator
- Operation of video equipment and light
- Blood stain interpretation
- Geographical area
- Evidence collection procedure
- Appropriate forms
- Budgeting

Ability to:

- Operate crime scene equipment
- Perform research
- Compose
- Read and write English
- Operate a motor vehicle and large van
- Operate office equipment
- Obtain legible inked impressions
- Handle deceased persons
- Operate audio/visual equipment
- Interpret
- Reason logically

Skills:

- Interpersonal
- Basic English grammar
- Basic mathematical
- Computer
- Organizational
- Supervisory
- Decision-making
- Analytical
- Management
- Instructor
- Public speaking
- Keyboarding
- Telephone

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Physical Requirements:

- Climb
- Crawl
- Bend/squat
- Lift 100 lbs.
- Walk
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodation
- Hear at normal range or with accommodation
- Speak English understandably
- Sense of smell
- Manual dexterity
- Recognize colors
- See in low light conditions
- Smell (tolerate strong odors)
- Ambulate independently

For additional information on this position refer to the Job Task Analysis.