

COUNTY OF SOLANO

SHERIFF'S FORENSIC AND RECORDS SERVICES MANAGER

Effective Date: 08/04
Revision Date 5/31/17

CLASS SUMMARY:

Under general direction plans, organizes and manages the records and warrants, forensic services for law enforcement agencies and the community; serves as a member of the department's management/supervisory team. This is a single class position characterized by the responsibility for managing the operation of the sheriff's automated and manual identification systems and records systems for implementing the policies of the State CAL-ID system and the local and regional Remote Access Network (RAN) Boards.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from the:

- Director of Administrative Services class which is characterized by its management responsibility over a variety of administrative and fiscal activities in support of overall departmental operations.
- Identification Bureau Supervisor class which is a first line supervisory position responsible for the day to day operations of the Identification Bureau in the Sheriff's Office.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the Director of Administrative and exercises supervision over the Identification Bureau Supervisor and assigned supervisory support staff.

ESSENTIAL DUTIES:

This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Manages and directs a civilian support services function in a Sheriff's Division, which may include programs and services provided by staff Forensic Services, Records/Warrants and Civil to the Sheriff's Office and to allied agencies, including crime scene processing, latent fingerprint services, property/evidence storage, civil processing, records and warrants services.
- Develops, supervises and participates in operational workflow studies of support services problems; recommends and may approve improvements and changes in departmental methods and procedures.

- Supervises and participates in the recruitment and selection of division support personnel; organizes and coordinates personnel activities of the division.
 - Directs the operation of the Solano County Automated Fingerprint Identification System (AFIS) and related manual systems and implementing the policies, directives and guidelines of DOJ Cal-ID AFIS system and the local Remote Access Network (RAN) Board in Solano County.
 - Coordinates, reviews and monitors each Records, Civil & Forensic Identification
 - Services programs budgets and service contracts, and coordination of Division operations with other divisions within the Office of the Sheriff, other county departments and other law enforcement agencies.
 - Prepares budget, operational and statistical reports and long range plans for the various boards, and user agencies using computer word processing, spreadsheets, and graphic applications.
 - Maintains the coordination of evidence examinations and security. Serves as a liaison to the public agencies and private businesses, professional and community groups to provide information regarding the various ID programs.
 - Assures a continuing and current program for training and technical assistance for unit staff in the operation of Automated Latent Print Systems (ALPS), the Automated Fingerprint Identification System (AFIS), manual identification methodology and all other aspects of related identification work including knowledge of crime scene investigation.
 - Consults with unit supervisors regarding daily operations, staff productivity, reports, training, performance evaluations and discipline.
 - Manages the security, control and maintenance of incoming property and other items of evidence.
- Exercises management authority for assigned services and activities of the assigned unit and performs managerial responsibilities such as:
- monitoring purchases and expenditures;
 - approving non-routine expenditures for workplace improvements, training, computer software and hardware, etc.;
 - monitoring goals and objectives of the unit and taking corrective actions as appropriate;
 - recommending and implementing new policies and procedures to eliminate or reduce barriers to efficient or effective production and/or to improve customer service; and
 - coordinating and monitoring the work of consultants and contractors by reviewing the performance and quality of work to ensure compliance with the applicable contract and by reviewing and approving claims for payments to ensure conformance with contract provisions and to prevent cost overruns.

- May be required to analyze and evaluate crime scenes and evaluate the work of Evidence Technicians.
- May be required to examine Latent Fingerprints and evaluate the work of Latent Fingerprint Examiners.
- May be required to testify or act as a Subject Matter Expert in Court.
- Performs supervisory duties to direct reports and to others through subordinate supervisors such as:
 - establishing standards for acceptable work products and evaluating performance;
 - interviewing applicants and making selections;
 - reviewing, approving and implementing disciplinary actions and terminations;
 - providing career development mentoring;
 - assigning work and planning and scheduling staff's work activities and deadlines;
 - reviewing work and recognizing employees' work efforts and accomplishments;
 - providing career development mentoring and recommending training and career development opportunities;
 - ensuring that employees are properly trained;
 - reviewing and approving timesheets and requests for leave; and
 - supporting and ensuring compliance with County and Department policies and procedures including those related to equal opportunity and to safety
- Participates as a member of the Sheriff's Office Management Team.
- Performs other related duties of a similar nature or level as assigned

EDUCATION AND/OR EXPERIENCE

Either:

Possession of a Bachelor's degree from an accredited college or university in criminal justice or related field

AND

Three (3) years of full-time work experience in evidence storage with a law enforcement agency, or public safety records management, forensic identification and/or forensic sciences, including at least one year of supervisory, Senior or lead experience preferably with a law enforcement agency.

OR

Possession of an Associate's degree from an accredited college or university in criminal justice or related field

AND

Five (5) years of full-time work experience in evidence storage with a law enforcement agency, or public safety records management, forensic identification and/or forensic sciences, including at least one year of supervisor, Senior or lead experience preferably with a law enforcement agency.

NOTE: Examples of forensic sciences could be include but are not limited to crime scene investigations, evidence processing, or fingerprint evaluations and identifications.

SPECIAL REQUIREMENTS

Possession of, or the ability to obtain, a valid Class C California driver's license is required.

Certification required within one year of appointment as a crime scene analyst or senior crime scene analyst by the International Association for Identification.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution, budget procedures and technologies, program development and monitoring.
- All methods of classifying, indexing, filing, and preserving identification records and evidence, including their electronic collection, transmission, storage and retrieval.
- State and federal statutes affecting law enforcement records as well as court decisions affecting their interpretations
- Computer applications of word processing, spread sheets, graphics, and information and documents management systems.
- Current techniques used in the collection and comparison of fingerprints and similar types of prints and impressions.
- Recent developments, literature and sources of information relative to the identification function.
- All aspects related to AFIS and ALPS operations, planning and procedures.

- Records, document processing procedures and legal terminology as applicable to identification systems, processing and records systems.

Skill and/or Ability To:

- Effectively manage, supervise and direct the work of others.
- Work effectively with local, regional and state policy making boards and committees.
- Manage a variety of simultaneous work projects and carry them through to successful completion.
- Determine the appropriate course of action in stressful and/or emergency situations.
- Administer contracts and grants according to designated guidelines and regulations.
- Communicate information and ideas clearly and concisely, both orally and in writing, including preparing a variety of written communications to include reports, policies and procedures.
- Testify in Court as required
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Maintain accurate records and document actions taken.
- Gather and analyze statistical data and prepare comprehensive statistical reports.
- Maintain confidentiality of records and information per pertinent laws/regulations and departmental protocol.

PHYSICAL REQUIREMENTS:

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). May involve prolonged standing.

Requires the ability to recognize and identify colors, shapes, sounds, forms, tastes or textures associated with job-related objects, materials and tasks.

Hearing and Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking and/or auditory levels with or without correction, and have the ability to receive detailed information through oral communications. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

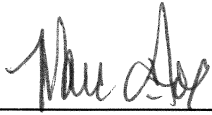
WORKING CONDITIONS:

Requires the ability to work under conditions where there is a moderate degree of exposure to environmental factors posing a risk of injury or illness. Works with a high-risk population, including those with a history of violence and mental health disorders.

OTHER REQUIREMENTS:

Incumbent may be required to work outside normal business hours.

Candidates for positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.



Marc A. Fox
Director of Human Resources

- Class Code: 126020
- Established Date: 8/04
- Revised Date: 5/31/2017