



Office of Human Resources
Criminalist Supervisor - CE2827
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General Statement of Duties

Performs professional and supervisory work over Criminalists, provides leadership and direction, devises and evaluates performance standards for the assigned area, and develops long range and short term goals and objectives for the assigned area in conjunction with departmental plans and goals.

Distinguishing Characteristics

This class performs professional and supervisory work over Criminalists, provides leadership and direction, devises and evaluates performance standards for the assigned area, and develops long range and short term goals and objectives for the assigned area in conjunction with departmental plans and goals. This class is distinguished from the Criminalist III, who performs full performance professional level forensic crime scene investigation and analysis work collecting, analyzing, and processing complex crime scene evidence and testifying in courts of law.

Essential Duties

Directs and reviews the case work of Criminalists who identify, collect, preserve, package, and document biological evidence, trace evidence, impression evidence, and other physical evidence.

Authors and reviews departmental reports and supplements.

Maintains proper chain of custody on evidence and proper packaging to preserve and prevent contamination.

Testifies in court as a witness and provides guidance to staff in connection to the scenes processed and evidence recovered and preserved.

Analyzes evidence to determine suitability for submission.

Reviews, develops or modifies work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems and mediates conflicts encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

By position, participates in planning and managing budget systems; prepares and presents budget recommendations to higher management; operates within budget parameters; adjusts work plans/activities as a result of budget changes.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Planning and Evaluating – Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

A notably perceptive, engaging and responsive disposition.

Strong time and priority management skills.

Ability to identify and successfully resolve interpersonal conflict.

Knowledge of the proper use of latent print powders, chemicals, , alternate light sources, and specialized equipment to detect, locate, recover, and preserve physical evidence.

Knowledge of the scientific principles, methods, and processes used to conduct a systematic and objective inquiry including study design, collection, analysis, and interpretation of data, and the reporting of results.

Level of Supervision Exercised

Supervises two or more Criminalists.

Education Requirement

Bachelor's Degree.

Experience Requirement

Must possess at least five (5) years of experience as a Criminalist II (or higher) or have at least three (3) years of leadership experience.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Ability to obtain IAI Certified Crime Scene Analyst certification, within two years of employment.

It is a condition of employment that the Denver Police Forensics & Evidence Division form for consent for collection of a DNA sample be completed at the time of hire.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Subject to varying and unpredictable situations.

Subject to many interruptions.

Pressure due to multiple calls and inquiries.

Handles absentee replacement on short notice.

Potential exposure to chemicals, gas and low-level radiation.

Potential exposure to cold weather conditions (indoor/outdoor).

Potential exposure to hazardous anesthetic agents, body fluids, and bio-wastes.

Potential exposure to hazardous conditions where there is danger to life, body, and/or health.

Potential exposure to hazardous/toxic chemicals.

Potential exposure to hazards from electrical/mechanical/power equipment.

Potential exposure to hot and humid work environment.

Potential exposure to housekeeping/cleaning agents/chemicals.

Potential exposure to infections and contagious diseases.

Potential exposure to odorous chemicals and specimens.

Potential exposure to pesticides or fertilizers.

Potential exposure to risk of blood-borne diseases.

Potential exposure to unpleasant elements (accidents, injuries, and illnesses).

Handles emergency or crisis situations.

Noise: sufficient noise to cause distraction.

Subject to hazards of flammable or explosive gases.

Subject to long, irregular hours.

Subject to: traffic, roadways, and pedestrians.

Subject to precarious or high locations.

Wet: frequent contact with water or other liquid.

Works in confined, uncomfortable or awkward locations.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Accommodation: Ability to bring objects into focus.

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Climbing: Ascending or descending an object or ladder.

Color vision: Ability to distinguish and identify different colors.

Crawling: Moving about in a low or crouched position.

Crouching: Positioning body downward and forward.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 50 pounds from one level to another.

Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon an object so that it moves away from the person.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Smell: Ability to perceive or detect a variety of odors.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check

Education Check

Employment Verification

Motor Vehicle Record

Assessment Requirement

Psychological, Polygraph, Vision, and Physical assessments prior to hire.

Probation Period

Six (6) months.

Class Detail

Pay Grade: NE-20

FLSA Code: N

Established Date: 7/14/2019

Established By: SO

Revised Date: 11/29/2023

Revised By: SO

**Class History: 3/7/22 Updated Essential Duties, Knowledge & Skills, Education, Licensure & Certification;
11/29/23 Updated Education Requirement to Bachelor's Degree, Experience Requirement, and Assessment Requirement adding Vision.**