



# Evidence and Crime Scene Supervisor

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 727  
Supervisory: Supervisor  
Reports to: Lieutenant - Enforcement

### Summary

Under general direction of a Lieutenant, oversees daily operations of the crime lab, digital lab, and evidence room and supervises personnel in office, field, and laboratory settings to ensure activities conform with state and federal law, professional practice, and laboratory regulations. Gathers and processes evidence at crime scenes. Conducts analysis of evidence involving multiple forensic science disciplines.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work of assigned personnel.
2. Assist with staffing decisions within the assigned function including hiring, training, performance evaluation, scheduling of work load, delegation of assignments, and retention of assigned personnel.
3. Compile, maintain, and review all reports, daily work records, timekeeping records, payroll information, work specifications, shift logs, and appropriate documentation for assigned personnel.
4. Draft, recommend, and implement policy and procedure related to the evidence function.
5. Correlate function involvement within the department, with other county departments, and with outside agencies.
6. Monitor control of evidence room, storage, trailer, and vehicle(s); oversee the inventory and maintenance of all supplies and equipment for crime scenes, processing evidence, and developing photographs.
7. Ensure that all property and laboratory reports and procedures are accurate, consistent, and in compliance with department policies and recognized standards.
8. Perform advanced investigative and field supervisory functions requiring specialized training in complex technical aspects of evidence collection and analysis, crime scene photography and related forensic devices, finger printing and identification, and digital evidence.
9. Provide expert assistance to detectives and other law enforcement personnel related to the documentation and processing of crime scenes and the collection and preservation of evidence.

### For Office Use Only

Job Code: 3090  
Job Title: Evidence and Crime Scene Supervisor  
FLSA: Non-Exempt  
Effective Date: 9/16/2024  
Public Safety: No

Worker's Compensation: County  
Background Level: Civilian  
Safety Sensitive: Yes  
DOT: No  
ML: Supervisor

10. Provide technical assistance to the prosecutor's staff and assist in developing case arguments and preparing evidence for court presentation.
11. Manage trial exhibits and evidence; provide "expert" testimony in court on matters pertaining to crime scene investigation techniques, fingerprints, latent print identification, photography, or other forms of physical and/or digital evidence identification.
12. Serve as a member of the Utah County Attorney's Protocol Team for officer-involved shootings.
13. Perform all duties of subordinate personnel as necessary to ensure proper operation of evidence functions.
14. Respond to call backs and call outs as requested.

### **Knowledge, Skills, and Abilities**

- Knowledge of proper crime scene investigation, fingerprinting, Automated Fingerprint Identification Systems, photography
- Knowledge of evidence collection, preservation, and storage techniques
- Knowledge of laboratory methods, processes, and procedures specific to crime scene, evidence and digital analysis and related state and federal lab requirements
- Knowledge of department policies, criminal law, and court procedures
- Knowledge of training and supervisory techniques
- Ability to supervise and train others while maintaining own workload
- Ability to analyze and organize evidence for prosecution
- Ability to organize data, file, type, and use computers to complete reports and retrieve case information
- Ability to make rapid decisions and solve problems under pressure
- Ability to communicate verbally and in writing
- Ability to maintain cooperative relationships with those contacted in the course of work activities

### **Supervisory Responsibility**

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment, but is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. This job exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. This role exposes incumbent to contagious or infectious diseases and/or hazardous chemicals. This position requires use of protective devices such as masks, goggles, and gloves. This role requires responding to call-outs after regularly scheduled shifts on an as needed basis. Work exposes incumbent to unknown, dangerous, and/or life-threatening conditions. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is

### **For Office Use Only**

Job Code: 3090  
Job Title: Evidence and Crime Scene Supervisor  
FLSA: Non-Exempt  
Effective Date: 9/16/2024  
Public Safety: No

Worker's Compensation: County  
Background Level: Civilian  
Safety Sensitive: Yes  
DOT: No  
ML: Supervisor

usually moderate. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to walk, stand, stoop, talk, hear, and communicate via radio. Specific vision abilities by this job include close vision and ability to adjust focus and distinguish between colors and patterns. The employee may regularly lift, carry, push, pull, or otherwise move objects weighing up to fifty (50) pounds. May be required to ascend or descend ladders, scaffolding, ramps, poles, or the like. The employee is required to type and file. The employee frequently drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Required Education and Experience**

1. Bachelor's degree in Forensic Science or related field.
2. Eight (8) years of work experience in a crime lab or as part of a crime scene processing unit.
3. Equivalent combination of education and experience may also be considered.

### **Preferred Education and Experience**

1. Preference may be given to applicants who have successfully completed a basic and/or an advanced course relating to a forensic discipline recognized by one of the following organizations:
  - a. International Association for Identification (IAI)
  - b. American Academy of Forensic Sciences (AAFS)
  - c. International Association of Computer Investigating Specialists (IACIS)
  - d. Federal Bureau of Investigations (FBI)
  - e. Police Officer Standard Training (P.O.S.T.)
  - f. Other recognized entity
2. Preference may be given to applicants with supervisory experience.

### **For Office Use Only**

Job Code: 3090

Job Title: Evidence and Crime Scene Supervisor

FLSA: Non-Exempt

Effective Date: 9/16/2024

Public Safety: No

Worker's Compensation: County

Background Level: Civilian

Safety Sensitive: Yes

DOT: No

ML: Supervisor

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Job Code: 3090

Job Title: Evidence and Crime Scene Supervisor

FLSA: Non-Exempt

Effective Date: 9/16/2024

Public Safety: No

Worker's Compensation: County

Background Level: Civilian

Safety Sensitive: Yes

DOT: No

ML: Supervisor