



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: FORENSIC MANAGER

BARGAINING UNIT: [CIV MANAGEMENT](#) **CODE NUMBER:** 2245

PAY RANGE CODE: [25.1 MC](#) **REVISION DATE:** 5/25/16

NATURE OF WORK:

This is administrative and managerial work in the criminal identification field in Forensic Investigations. Work involves managing all phases of crime scene investigations and laboratory analysis; recommending the selection, promotion, and discipline, including dismissal of personnel; and preparation and oversight of the forensic budget. In addition, incumbent may present evidence and facts before committees, legislative bodies, and criminal courts.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Manages all phases of crime scene investigations, fingerprint identification, forensic analysis and comparison disciplines, and resolves problems relating to crime laboratory operations.

Coordinates forensic activities with various sections of the Police Department and other local and federal agencies as appropriate.

Plans schedules for all forensic employees for an around-the clock-operation.

Prepares technical reports relating to forensic operations.

Represents the Forensic Investigations at police command committee meetings to discuss such topics as investigation conclusions, special requests for services, and case prioritization.

Represents the Forensic Investigations at local civic meetings when necessary.

Researches new technology and more efficient methods of performing forensic investigations functions and recommends and implements new forensic investigations policies, procedures and standards.

Plans, coordinates, and conducts employee training.

Recommends the hiring, disciplining and firing of subordinate Forensic Investigations personnel.

Plans, prepares, and oversees the Forensic Investigations annual budget and orders all forensic supplies.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of management theory and practices.

Knowledge of universal barrier precautions and laboratory safety procedures.

Knowledge of the principles and practices of evidence collection, analysis and preservation.

Knowledge of the function, structure and mission of the sections within the Omaha Police Department.

Knowledge of the instrumentation, capabilities, and limitations of breath analysis methods, firearms and toolmark comparisons, fingerprint identifications, and photograph processing in digital media.

Knowledge of current forensic laboratory processes and equipment used to develop and enhance differing forms of latent evidence.

Knowledge of budget preparation and management.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Skill in giving expert court testimony.

Skill in the preparation and presentation of precise and comprehensive crime and statistical reports.

Ability to learn and properly apply the policies and procedures of Forensic Investigations and the Omaha Police Department.

Ability to provide direction and coordination within the various forensic disciplines.

Ability to recommend the hiring and discipline of subordinate personnel.

Ability to collect and maintain accurate forensic evidence.

Ability to plan, coordinate, and conduct employee training.

Ability to understand oral or written instructions.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to adhere to safety policies, procedures and guidelines.

Ability to sit 76 to 100% of the time and bend, stand, and walk up to 25% of the time.

Ability to move objects weighing up to twenty (20) pounds up to 33% of the time and up to ten (10) pounds from 34 to 66% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's Degree

AND

Six years of forensic laboratory experience in evidence collection, documentation, preservation and analysis, with at least three years in an accredited forensic laboratory and at least two years in a responsible supervisory position with a full range of supervisory responsibilities including selection, training, scheduling work, conducting performance appraisals, discipline, and overseeing forensic analysis work.

SPECIAL REQUIREMENTS:

Must possess a valid motor vehicle operator's license.

Must be available to work flexible hours, weekends, holidays, and overtime.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in laboratory and office settings amid normal conditions of dust, odors, fumes, and noises. After regular work hours, the incumbent may be called at any time to provide guidance and direction regarding critical procedures and major crime scene investigations. Occasionally, the incumbent must visit a crime scene indoors or outdoors in varying weather temperatures and conditions. Many crime scenes are in dangerous, unsanitary locations and involve unsightly and disturbing situations, such as murder victims, suicides, and motor vehicle accidents.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Police Communication Equipment
Computer and Attendant Software
Telephone

Copier
Facsimile Machine
Lab Equipment and Chemicals
Camera Equipment
State Approved Breath Testing Device
Automated Fingerprint Identification System (AFIS) Equipment
Motor Vehicles
Typewriter
Diagramming Equipment and CAD software

Previous Revision Date(s):

4/29/93

2/13/03

11/30/06

9/25/14