City of Bellingham
Classification Specification - Civil Service

CLASS TITLE	**Evidence and Identification Supervisor**
DEPARTMENT	**Police**
UNION:	**POLICE GUILD**
SG:	**32**
CS:	**P**
FLSA:	**Y**
EE04/SOCCODE:	**TE/33-1012**

NATURE OF WORK:

Responsible for supervising, planning, organizing, and evaluating the functions and personnel of the Evidence and Identification Unit of the Police Department. Plans, develops, directs and delivers technical training programs; supervises, evaluates and manages performance of assigned personnel.

Oversees and ensures the care and custody of all items impounded by the Bellingham Police Department and the proper processing of all evidence for court, release or destruction. Testifies as an expert in court in fingerprints, photography, crime-scene search, and evidence handling.

DISTINGUISHING CHARACTERISTICS:

Position is distinguished by the supervisory responsibility for all aspects of crime scene investigation and the care, custody and preservation of evidence. Also provides expert testimony, as necessary, and supervises technical aspect and training of Crime Scene Investigators and the movement of evidence in and out of property rooms for court.

SUPERVISORY RELATIONSHIPS:

Works under general supervision of the assigned Lieutenant. Supervises personnel assigned to the unit. Provides technical direction, evaluation and training to department personnel.

ESSENTIAL FUNCTIONS:

1. Supervises and trains personnel in crime-scene investigation and evidence handling. Oversees the work of department personnel in evidence photography, fingerprinting, preservation of evidence and preparation for court.

2. Supervises and trains personnel in producing evidence images including the operation and use of digital photography and a variety of photo, video and digital equipment.

3. Supervises and ensures the proper handling and disposition of property and evidence.

4. Supervises and trains Crime Scene Investigators in techniques and procedures for developing and lifting latent fingerprints at crime scenes. Supervises and trains department personnel in fingerprint examination and identification and filing and classification of fingerprints.

5. Testifies in court as an expert regarding evidence as necessary, including latent fingerprint examination, fingerprint identification, digital and photographic images, crime-scene searches and evidence handling.

6. Responsible for the care, chain of custody and preservation of all items impounded by the Bellingham Police Department. Oversees the preparation of evidence to be shipped to crime labs for processing and presentation of impounded items in court. Clears property for release to property owner, sale at public auction or destruction of all impounds. Clears and subsequently notifies the owners or declares abandoned all vehicle impounded by the Bellingham Police Department. Oversees the care of all monies collected at the Bellingham Police Department auctions until accepted by the Finance Director.

7. Reviews crime scene reports for quality and accuracy and provides technical performance feedback.

8. Manages the Evidence and Identification Unit budget; purchases necessary supplies and equipment and monitors expenditures.

9. Coordinates assignments and deployment of personnel and equipment of work unit. Monitors performance, conducts coaching, maintains discipline and recommends disciplinary action to staff officers as needed. Prepares and reviews performance evaluations.

10. Maintains current knowledge regarding best practices and accreditation standards relevant to the Evidence and Identification Unit; reviews, recommends and implements new policies or changes to existing policy and procedures as needed to ensure ongoing compliance.

11. Maintains the ability and performs the duties and tasks required of the Evidence and Identification Officer, Crime Scene Investigator or Police Officer.

ADDITIONAL WORK PERFORMED:

1. Supervises Crime Scene Investigators and/or Evidence and ID Officers at major crime scenes.

2. Assists in improving processes and programs through participation in special projects, program assignments and initiatives as assigned.

3. Coordinates security and maintenance of department property room and evidence storage areas in accordance with state law and department regulations.

4. Coordinates and performs annual inventory and audits.

5. Performs related duties as assigned.

KNOWLEDGE, SKILLS and ABILITIES:

Knowledge of:

- Good working knowledge of the field of forensic sciences and ability to work with the crime labs from other agencies (FBI and state).
- Thorough knowledge of fingerprint classification, latent print identification, photography, evidence handling and crime scene investigation as required to be a court-recognized expert in these fields.

- Thorough knowledge of rules of evidence pertaining to both criminal and civil law.
- Working knowledge of general police procedures.
- Current trends and innovations in the field of property management, evidence collection, records retention, and appropriate dispositioning.

Skill in:

- Strong management skills including supervisory skills, planning and organizing, problem solving and decision making, interpersonal sensitivity, management control, adaptability/flexibility and time management.
- Strong oral communication skills and ability to write effectively and with clarity. Able to deal with the public under conditions of stress.

Ability to:

- Ability to develop and use appropriate management techniques to effectively interact with subordinates and supervisors; and to encourage and assist with skills development of subordinates through example, motivation and training.
- Ability to communicate effectively and with clarity.
- Ability to use and teach appropriate interpersonal sensitivity in dealing with people.
- Ability to be flexible and adaptable in decision-making, planning and application of laws.
- Ability to establish and maintain effective working relationships with peers, subordinates, superiors, public and private officials and the general public.
- Ability to maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical strength and agility sufficient to perform the essential functions of the classification, including:
  - read a computer screen and a typeset page;
  - manipulate computer keyboard and mouse;
  - communicate effectively with citizens, suspects and employees, and to make and respond to radio and telephone calls;
  - climb ladders;
  - squat and crawl during incidents and investigations;
  - run in pursuit of suspects;
  - physical strength sufficient to restrain or subdue individuals;
  - frequently lift and move objects weighing up to 35 lbs;
  - occasional lift and move objects weighing up to 45 lbs.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting and includes sitting for extended periods of time. Also involves working in the field to coordinate crime scene investigation activities as necessary.

EXPERIENCE AND TRAINING REQUIREMENTS:

- A minimum of two years' experience as an Evidence and Identification Officer with the Bellingham Police Department,

OR

- A minimum of four years' experience as a Crime Scene Investigator with the Bellingham Police Department.

NECESSARY SPECIAL REQUIREMENTS:

- Successful completion of the following training or equivalent:
  - Basic Crime Scene Investigation (40 hours),
  - Forensic Photography (40 hours) and
  - Basic Fingerprint Identification and Classification (40 hours).

- Successful completion of 40 hours of training in one or more of the following:

  Blood Spatter, Basic Homicide Investigation, Fire Arson Fatality Scene Investigation, Alternate Light Source (ALS), Hazardous Material Crime Scene Investigation, Advanced Evidence Collection (such as DNA, ballistics/trajectory), Collision Investigation, Advanced Fingerprint Training (such as Automated Biometric Identification System), Advanced Forensic Photography or Property/Evidence Room Management.

- Willingness and ability to respond to callouts for emergencies or when special circumstances require.
- Valid Washington State driver's license or ability to obtain within 30 days of Washington State residency and good driving record. A three-year driving abstract must be submitted prior to hire, with periodic submission of driving abstract per City policy.
- Candidates must meet all minimum requirements for this position within thirty (30) days of the closing date specified in the examination announcement.

REVISED BY: Robert Knudsen
10/12/78
Richard Nolte
Charlotte Sellin
9/90
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3/08
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1/25

REVIEWED BY: _____
Rebecca Mertzig
Chief of Police

COMMISSION ADOPTION: February 2025

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