

**Classification Title: CCBI Field Shift Supervisor**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Schedules, supervises and reviews the work of agents and evidence technicians to ensure all appropriate evidence collection procedures and methods have been performed proficiently and in the proper order. Establishes or modifies the operating procedures of the lab and provides guidance on legal issues concerning crime scene processing and evidence collection

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Ensures that ongoing training requirements are met and required or preferred certifications are obtained by staff.
2	M	Reviews primary and follow up reports ensuring entries pertaining to reports are precise. Reviews evidence forms and other documents related to crime scenes such as search warrants and pathology forms.
3	L	Independently reviews each case as identified, adhering to strict scientific methodology and quality assurance procedures. Verifies identifications prior to report dissemination.
4	L	Conducts periodic inspections of equipment, evidence lockers and evidentiary documentation. Works cases with agents and testifies as an expert witness.
5	S	Recruits and trains new agents. Conducts intensive background checks on applicants which include criminal histories, driving, credit, education and law enforcement experience. Makes final recommendations for hire to management.

**CLASSIFICATION REQUIREMENTS:**

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Education	Associate's degree in Forensic or Natural Science, Criminal Justice, or related field.
Experience	Five years of experience in crime scene investigation, physical evidence collection, or law enforcement investigation.
Equivalent Education & Experience Accepted?	Yes

Certification and Other Requirements	A valid driver's license and a “safe” driving record required. IAI Crime Scene Certification required within 18 months of employment. Must maintain current certification thereafter. If Sworn - North Carolina State Department of Justice In-service Training must be completed annually; If caring a fire arm must complete the annual fire arm training.
Reading	Advanced
Math	Intermediate
Writing	Advanced
Managerial	Received Limited Direction
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal/Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to asignificant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Cameras, lights, communications tools, radios, specialized forensic collection instruments, mechanic tools, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

**Wake County, NC**

**Classification 7129  
CCBI Field Shift Supervisor**

(2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Personal protective equipment, firearms