



CITY OF TACOMA
 invites applications for the position of:
Forensic Services
Supervisor - Latent Prints

An Equal Opportunity Employer

SALARY

Hourly
\$47.48 - \$49.86

OPENING DATE: 09/07/20

CLOSING DATE: 09/25/20 05:00 PM

POSITION DESCRIPTION:

The Tacoma Police Department is seeking a qualified individual to supervise the technical staff in the day-to-day operations of the Forensic Services



Section/Latent Print Unit. Duties include planning, assigning, scheduling work; supervising, training and evaluating the performance of staff, ensuring compliance with accreditation standards as well as department policies and procedures, and performing independent complex latent print analysis. Other duties include: preparing reports of findings for use by the criminal justice system and testifying in court as an expert witness.

Under the direction of the Forensics Manager, the Forensic Services Supervisor plans, directs, supervises and evaluates the work of professional staff performing highly technical work in the fields of latent print. Responsibilities include developing and implementing policies and procedures, providing technical assistance to staff and render expert witness testimony.

DISTINGUISHING CHARACTERISTICS:

This position supervises and participates in the operations of the Forensic Services Section of the Tacoma Police Department. The Forensic Services Section is comprised of a Latent Print Unit and a Crime Scene Unit. This position supervises and evaluates the casework of Latent Print Examiners and renders court testimony.

Work includes indoor, outdoor and laboratory environment. May be exposed to chemical hazards, biohazards, subject to disorderly and uncooperative people. May be required to work for extended periods of time and will be required to testify at judicial proceedings. The work is shift work and individuals are subject to being called to work from home. May require the use of personal protective equipment when working

around hazardous chemicals and evidence that may be biohazard or carcinogenic.

WHY WORK FOR THE CITY?

The City of Tacoma offers a generous program of employee benefits:

- Outstanding working conditions and an exceptional quality-of-life environment.
- Medical coverage for eligible employees, spouses and dependents, including children up to age 26.
- Vision care with VSP for employees and eligible dependents enrolled in the Regence PPO medical plan with vision benefits.
- Dental coverage for eligible employees and their elected dependents, including dependent children up to the age of 26.
- Deferred compensation allowing tax-deferred savings as authorized under Section 457 of the IRS Code.
- Personal time off.
- Paid holidays.
- A great pension plan.

For more information on the City of Tacoma's benefit package feel free to explore the [City of Tacoma Benefits page](#).

City of Tacoma Commitment to Diversity and Inclusion

Tacoma's diversity is its greatest asset. Tacoma embraces its multi-cultural and multi-ethnic character. Communities of color and immigrant communities are fundamental to Tacoma's entrepreneurial spirit, workforce, and long-term success. In Tacoma, equity and empowerment are top priorities, meaning that all Tacoma residents must have equitable opportunities to reach their full potential and share in the benefits of community progress. One of our goals is for the City of Tacoma workforce to reflect the community it serves. We actively work to eliminate racial and other disparities and welcome candidates with diverse backgrounds and/or multicultural skill sets and experiences. Our goal is for Tacoma to be an inclusive and equitable place to live, work, and play.

QUALIFICATIONS:

- An equivalent combination to: a bachelor's degree from an accredited college or university with major coursework in forensic science, criminal justice or a closely related field.
- A minimum of six (6) years' experience in a forensic laboratory or law enforcement agency as a full-time latent print examiner is required; eight (8) years or more is preferred.
- Latent Print Certification from the International Association for Identification at the time of appointment, with maintenance thereafter, is required.

Desired Qualifications:

Experience providing expert testimony on latent print identifications in criminal justice proceedings.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

Latent Print Certification from the International Association for Identification (IAI) and a valid Washington State Driver's License at time of appointment with maintenance thereafter.

KNOWLEDGE & SKILLS:

Candidates for this position shall have the following knowledge and skills:

- Knowledge of automated and manual identification methodology, including advanced fingerprint identification and proper techniques used in the collection and comparison of latent prints.
- Knowledge of recovering, preserving, transporting and developing latent prints and evidence from crime scenes; knowledge of current chain of custody principles and practices.
- Knowledge of NEC Automated Biometric Identification Systems.
- Knowledge of current case law and issues related to fingerprint science (Daubert).
- Proven courtroom testimony skills.
- Exceptional oral and written communication skills.
- Demonstrated skills in handling multiple tasks and prioritizing work assignments.
- Skill in problem solving, facilitating, mediating, and resolving conflicts.
- Skill in interpreting, advising on, explaining and applying pertinent laws, rules, regulations, policies and guidelines.
- Demonstrated ability to establish and maintain effective communications and working relationships with fellow employees, internal customers, and external customers.
- Ability to train, mentor and supervise assigned personnel.
- Demonstrated ability to establish and maintain effective communications and working relationships with fellow employees, internal customers, and external customers.

**SELECTION
PROCESS &
SUPPLEMENTAL
INFORMATION:**

Interested individuals must **complete the online application and attach** a detailed resume and cover letter that includes major responsibilities and accomplishments related to this position.

Applicants who meet the minimum qualifications will have their responses to the supplemental questions scored. Applicants will be scored on the basis of information provided in their responses only. It is the responsibility of the applicant to list all pertinent experience and training in their response to each supplemental question.

Applicants must pass the evaluation of supplemental questions to be placed on the eligible list for interview and hiring consideration. Appointment is subject to passing a full police background check to include polygraph, pre-employment medical examination and psychological examination.

Candidates who are eligible for Veteran's Preference scoring criteria must attach a copy of their DD-214 member copy 4, (proof of military discharge form) **at time of application**, to be eligible for review for Veteran's Preference, with redacted birth date and social security numbers.

Please note: The interview process for this position may include additional testing to assess the candidates ability to perform the duties of the position in more depth.

New employees must successfully complete a twelve-month probationary period prior to obtaining permanent status in this classification. This position is covered by a Labor Agreement between the City of Tacoma and Local 17.

Communication from the City of Tacoma:

We primarily communicate via e-mail during the application process. E-mails from cityoftacoma.org and/or neogov.com must be placed on your safe domain list to ensure that you receive notifications in a timely

manner. As a precaution, you may also want to check your junk e-mail folders.

If you have any additional questions regarding this position, please contact the Human Resources Department at 253.591.5400 before the closing date.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.cityoftacoma.org>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

Human Resources Department

747 Market Street

Tacoma, WA 98402-3764

253-591-5400

Job #4209-20

FORENSIC SERVICES SUPERVISOR - LATENT PRINTS

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Forensic Services Supervisor - Latent Prints Supplemental Questionnaire

- * 1. The Supplemental Questionnaire is part of the application and testing process. Questions 4-9 will be scored as part of your Experience and Training (E&T) test and used to establish your rank on the eligibility list. Do not indicate "see resume" or copy unrelated content from your resume when answering these questions. Answer all information requested in each question. Failure to do so may result in rejection of your application. I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.
 - Yes No
- * 2. Do you possess a valid Driver's License?
 - Yes
 - No
- * 3. I understand that a valid Washington State Driver's License is required at time of appointment.
 - Yes
 - No
- * 4. Do you currently possess the Latent Print Certification from the International Association for Identification?
 - Yes No
- * 5. Which best describes your highest level of education?
 - High school diploma or GED
 - Some College
 - Associate's degree
 - Bachelor's degree
 - Master's degree
- * 6. Has your major coursework been in forensic science, criminal justice or a closely related field?
 - Yes
 - No
 - N/A
- * 7. Please select the option that is most reflective of your years of experience in a forensic

laboratory or law enforcement agency as a latent print examiner or similar title with equivalent experience.

- No experience
- Less than 4 years
- 4 years to less than 6 years
- 6 years to less than 8 years
- 8 years to less than 10 years
- 10 years or more

- * 8. This position requires proven court room skills. Please select the option that is most reflective of your experience testifying in court regarding latent print identifications.
 - No experience
 - One to five times (1-5)
 - Six to ten times (6-10)
 - Over ten times (10+)
- * 9. Please describe your experience as it relates to this position. Do not refer to your resume in lieu of answering this question.

- * 10. Please describe ACE-V methodology.

- * 11. Please tell us how you learned about this job opening.
 - Job Interest Card notification
 - Internet search
 - Professional organization
 - Community organization
 - Military organization
 - Union job posting
 - City of Tacoma employee
 - Online job board posting
 - Word of mouth
 - Other
- 12. If you answered "other" to the question above, please provide specific information regarding how you learned about this job opening. Thank you, your feedback will be used to evaluate our success reaching the public and refine our methods for future job postings.

* Required Question