



Colonel Lawrence R. Suther  
Chief Deputy

James T. DeWees  
Sheriff  
**Office of the Sheriff**  
**Carroll County, Maryland**  
100 North Court Street  
Westminster, Maryland 21157  
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Colonel George R. Hardinger  
Warden

**Forensic Services Supervisor I**  
**Grade W29 – Non-Exempt**  
**Starting Salary - \$49,629**

**General Duties:**

This is a **civilian** position responsible for the supervision of the day-to-day operation of the property/evidence function, as well as supervision of Forensic Services Technicians within the unit, crime scene processing and necessary transportation of items for analysis to and from an authorized police laboratory or any other location needed. This position receives supervision from the Commander, Support Operations Division.

**Availability:**

Primary Hours - Monday through Friday 0800 – 1600 hours with rotating on-call schedule. **Subject to call out 24/7/365**

**Eligibility:**

- Must be a U.S. Citizen or a resident alien
- Must possess a High School Diploma or GED recognized by the State Board of Education
- Must possess a valid driver's license with no more than four (4) current points
- Must be able, to read write, and speak English
- Must meet minimum requirements set forth by the Carroll County Sheriff's Office (please visit our website at [www.carrollcountysheriff.com](http://www.carrollcountysheriff.com) / employment / hiring process)

**Qualifications and Requirements:**

- Bachelor's Degree required in Forensic Science, Biology, Chemistry, or related field
- Prior experience required as a forensic technician, crime scene technician, or other related functions
- Supervisory experience preferred
- Ability to satisfactorily complete assigned specialized and annual training
- Position may require exposure to biological hazards
- Position may require extensive periods of standing or sitting
- Position may require the ability to lift 50 pounds, as well as push, pull or move objects
- Position may require extended periods of computer based tasks

\*A comparable amount of training and experience may be substituted for the minimum qualifications

**SHERIFF SERVICES**

Phone: (410) 386-2900  
Toll Free: (888) 302-8924  
Fax: (410) 876-1152



**DETENTION CENTER**

Phone: (410) 386-2628  
Toll Free: (888) 302-8826  
Fax: (410) 857-1509

**Essential Tasks:**

- Develops, implements, and reviews Forensics Unit policies and procedures
- Facilitates changes to improve operations and the overall quality of the unit
- Monitors and encourages employees' progress
- Prepares and disseminates bi-yearly evaluations
- Researches and compiles unit statistics, budgetary requests and workload analyses
- Conducts quarterly inventory of all submitted evidence and property to ensure security of facility is maintained
- Orders and maintains inventory of evidence packaging and crime scene processing supplies
- Reviews and approves reports prepared by Forensic Services Technicians
- Oversees the Forensics Unit, facilitating scheduling, on-call, and technician assignments
- Ability to process and/or supervise the processing of major crime scenes
- Verifies that all technician investigations are thorough and accurate
- On call to provide the county with 24/7 coverage
- Administers and directs adjunct deputy crime scene technicians, coordinating all relevant training and scene processing
- Manages the maintenance and security of the Evidence/ Property Room and affiliated reporting mechanisms, audits, etc.
- Maintains the digital photo software (VeriPic) and video enhancement equipment (Ocean Systems), serving as the administrator of all digital media processing
- Ensures that property/evidence computer records are maintained accurately and remain current
- Manages the collection and disposal of medications deposited at county sites
- Assesses a wide variety of crime scenes
- Identifies, documents, recovers, and packages evidence associated with the commission of a crime
- Prepares accurate sketches of scenes
- Documents and photographs crime scenes
- Collects and packages all forms of evidence while initiating and maintaining accurate chain of custody
- Processes crime scenes and/ or evidence collected for latent prints and DNA
- Utilizes state of the art computer equipment to perform photographic and video enhancements
- Manages the processing, collection, storage and preservation of evidence at crime scenes
- Ensures evidence lockers are emptied daily, items are properly logged, and ensures accountability procedures are followed
- Supervises and controls the processing and maintenance of all evidence and property from the time it is seized until final release or destruction
- Maintains and ensures the security and integrity of the Evidence Property Room
- Conducts forensic processing of evidence, and evaluation of processing techniques
- Conducts forensic related training classes for the Sheriff's Office, allied agencies, and MPCTC
- Conducts research and development of forensic/crime scene processing equipment
- Remains current with techniques to maintain standards with emerging forensic trends and technology
- Purges property and evidence items as required.
- Ensures timely transmittal of cash according to Sheriff's Office Policy
- Provides transport of evidence to an authorized police laboratory for analysis; establishes a rapport with lab personnel; establishes a regularly scheduled time for submission and retrieval of evidence from the lab
- Testify in court as needed
- Performs any other related duty as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of federal, state and local civil and criminal laws
- Knowledge of agency rules, regulations and policies
- Knowledge of court system and the requirements for proper accountability of evidence
- Knowledge of supervisory principles and practices
- Knowledge of security measures and accountability for property/evidence storage
- Knowledge of leading small units with twenty four hour responsibilities

- Knowledge of forensic techniques and ability to maintain currency on new and innovative techniques
- Knowledge of Microsoft Windows based computer programs to include Word and Excel
- Ability to communicate effectively orally and in writing
- Ability to work independently with minimal supervision
- Ability to establish effective working relationships with other staff, governmental agencies, and general public
- Ability to multi-task, prioritize, and effectively and efficiently organize workload to complete tasks under pressure
- Ability to work within a team environment
- Ability to plan, coordinate, direct and supervise the work of lower level staff
- Ability to maintain current database for accountability of all required records
- Ability to exercise sound judgement and respond with tact, understanding, diplomacy, fairness, and firmness
- Excellent interpersonal skills
- Considerable initiative and ability to identify problems and solutions to those problems

**Career Ladder Requirements:**

- Forensic Services Supervisor I – W29 – Entry position graded as a W29
- Forensic Services Supervisor II – W30 – Requires 2 years in Forensic Services Supervisor I position and recommendation of Supervisor

**Selection Process:** The selection will be based on, but not limited to the candidates successfully completing the following steps:

- Application
- Completion and review of Confidential Questionnaire and resumé
- Oral Interview Board
- Conditional Offer
- Polygraph Examination
- Background Investigation
- Physical / Medical Examination
- Psychological Examination
- Final Command Review/Interview
- Final Job Offer

**Request Procedure:**

To be considered for this position, qualified candidates must complete and submit employment application electronically through our website at [www.carrollcountysheriff.com](http://www.carrollcountysheriff.com) or [www.policeapp.com](http://www.policeapp.com). Applications must be submitted **no later than 11:59 p.m. on Wednesday, January 30, 2019.**

*The Carroll County Sheriff's Office is an Equal Opportunity Employer*