

**SNOHOMISH COUNTY JOB DESCRIPTION  
EVIDENCE & IDENTIFICATION CONTROL SUPERVISOR**

Spec No. 4025

**BASIC FUNCTION**

The primary duties of this class are in support of the County's law enforcement support function. Responsibilities include supervising six employees of the Evidence Control Unit in the technical handling and proper storage of evidence for law enforcement agencies; supervising three employees of the Identification Unit; and coordinating and oversight of the regional evidence control facilities and the identification unit facility.

**STATEMENT OF ESSENTIAL DUTIES**

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Plan, schedule and assign work for Evidence Control Officers, Law Enforcement Technician(s), and Fingerprint Technicians; review work in progress; assume responsibility for accuracy of preservation of evidence and of 10 print and latent fingerprint identification.
2. Perform latent fingerprint examinations and peer review of Fingerprint Technician work product.
3. Respond to personnel questions and problems; conduct performance evaluations; arrange for training of personnel to ensure learning of updated technology in evidence handling and management and identification fields; make recommendations concerning personnel matters.
4. Research and seek information on forensic changes and proper disposition of property and forensic changes related to latent fingerprint identifications in accordance with laws and regulations.
5. Conduct analysis of marijuana; testify in court regarding the procedure used, the test results and the chain of custody; testify in court as a credible witness regarding evidence processing and evidence chain of custody as required.
6. Testify in court as a credible witness regarding ten print and latent fingerprint identifications; the methods used for processing latent fingerprints and the general operation of the unit as required.
7. Attend staff meetings to keep administrators apprised of evidence unit and identification unit activities.

**STATEMENT OF OTHER DUTIES**

8. May perform all duties of an Evidence Control Officer and a Fingerprint Technician.

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STATEMENT OF OTHER DUTIES (Continued)

9. Responsible for ensuring maintenance of all unit equipment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Evidence and property handling techniques;
- Fingerprint identification techniques;
- Latent fingerprint development processes and comparison techniques;
- Inventory and property control;
- Laws and regulations related to evidence, property and blood borne pathogens, and to preservation of latent evidence;
- Standard office practices and procedures;
- Supervision principles and practices;
- Computer applications and software including specialized applications for latent print identification;
- Safe firearms handling and identification;
- Specialized laboratory equipment, lab safety, including blood borne pathogens.

Ability to:

- Complete first level supervisor training within one year from date of hire
- Safely operate machinery and laboratory equipment associated with the both property and identification areas.
- Use discretion and maintain confidentiality of information.
- Conflict resolution.
- Interpret laws, rules and regulations.
- Communicate effectively, both verbally and in writing, with people regardless of age, sex, social, cultural, or ethnic background including distraught or traumatized individuals.
- Maintain accurate and orderly records and files.
- Perform strenuous physical tasks including lifting and dismantling of equipment.
- Work independently, without supervision, in stressful situations.
- Apply effective decision making and problem solving skills.
- Deal with crisis and traumatic events.
- Establish and maintain effective working relationships with county officials, employees, and the general public.
- Utilize effective time management skills
- Testify in court as a fingerprint expert.

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**MINIMUM QUALIFICATIONS**

Five (5) years current work experience in a law enforcement agency of comparable size performing property and/or evidence control duties and/or latent fingerprint examiner duties in a law enforcement environment; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Experience in both law enforcement evidence control and latent fingerprint processing is preferred. Must pass job related tests.

**SPECIAL REQUIREMENTS**

A valid Washington State Driver's License, unrestricted except as to vision, is required prior to appointment. Must be bondable. Must become certified by the International Association of Property and Evidence (IAPE) within one year of appointment. Must have completed basic course work in latent fingerprint examination at the time of appointment.

Must be United States citizen; minimum 21 years of age, no maximum age. Must pass a Civil Service examination; AND pre-employment examinations including, but not limited to, a complete background investigation, fingerprinting, criminal record check, polygraph examination, pre-employment drug screening and a psychological evaluation.

**SUPERVISION**

Employee works under the general supervision of the Staff Services Manager. Works with limited direct supervision. Work is evaluated through annual evaluations, periodic meetings and results obtained.

**WORKING CONDITIONS**

Positions in this class typically require daily focus on a computer screen for two or more hours at a time; daily dealing with distraught or difficult individuals; precise control of finger and hand movements; lifting, moving and carrying objects weighing 50 pounds or more; crouching, crawling, bending, kneeling and/or climbing; wearing protective gear and clothing; exposure to hazardous chemicals, diseases, and/or blood borne pathogens; daily operating a motor vehicle on public roads, at times in inclement weather.

Shift and weekend work may be required; may be subject to call back.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class established: December 1981  
Previous Spec. No. 531611  
Revised: September 1990, March 1997, June 1997  
EEO Category: 3 - Technicians  
Pay Grade: 237 - Classified Pay Plan  
Workers Comp: 1501 Hazardous