

RESOLUTION No. 15-30

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING THE JOB DESCRIPTION, APPLICABLE SALARY SCALE, AND APPLICABLE PERFORMANCE MEASURES AND METRICS FOR CITY PERSONNEL NEW POSITION FOR THE 2014–15 FISCAL YEAR BUDGET; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the approved and adopted 2014–2015 Fiscal Year Budget for the City of Doral (the “City”) did not contemplate the creation, or provide funding for the newly created position in the City, including: “Criminal Identification & Evidence Supervisor” (“the Position”); and

WHEREAS, Section 2-7 of the City Code of Ordinance requires, in part, that “the creation of new full time employment positions” be approved by the Mayor and City Council, along with “[a] complete description of the duties and responsibilities of the position created or modified; [t]he applicable salary scale and other monetary and non-monetary benefits attached to the position created or modified; and [t]he applicable performance measures and metrics to be utilized in assessing the performance of individuals that will be hired to fill the position created or modified”; and

WHEREAS, Staff has recommended approval of the job description, salary scales, and performance measures and metrics, associated with the Position, as provided in the January 20, 2015 Memorandum From the Human Resources Director, which is attached hereto as Exhibit “A” and incorporated herein and made a part hereof by this reference.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are confirmed, adopted, and incorporated herein and made a part hereof by this reference.

Section 2. Approval. The job description, salary scales, and performance measures and metrics associated with the "Criminal Identification & Evidence Supervisor" as identified in Exhibit "A" are hereby approved.

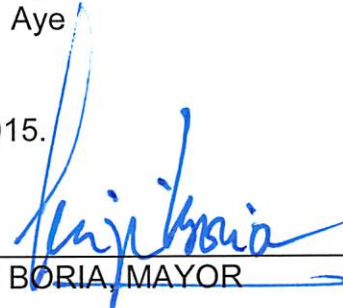
Section 3. Implementation. The City Manager and the City Attorney are hereby authorized to take such other action as is necessary to implement the provisions of this Resolution.

Section 4. Effective Date. This Resolution shall become effective immediately upon its adoption.

By unanimous consensus of the City Council, the item was approved.

Mayor Luigi Boria	Aye
Vice Mayor Sandra Ruiz	Aye
Councilman Pete Cabrera	Aye
Councilwoman Christi Fraga	Aye
Councilwoman Ana Maria Rodriguez	Aye

PASSED AND ADOPTED this 11 day of February, 2015.



 LUIGI BORIA, MAYOR

ATTEST:



 CONNIE DIAZ, INTERIM CITY CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE SOLE USE OF THE CITY OF DORAL.



 WEISS, SEROTA, HELFMAN, COLE,
BIERMAN & POPOK, PL
CITY ATTORNEY

EXHIBIT “A”



Criminal Identification & Evidence Supervisor

Bargaining Unit: N/A

GENERAL PURPOSE:

Under the supervision of the Commander of the General Investigations Unit, coordinates and supervises the activities of the Crime Scene Detail, the Property and Evidence Detail and the Crime Analysis Detail; oversees and performs supervisory, administrative and technical responsibility overseeing subordinates engaged in the processing of crime scenes/incidents which includes documentation, processing, collection and analysis of evidence, and completing necessary reports;

EEOC4- 2: Professionals. FLSA Classification: Exempt, full time, 40.0 hour work-week

SUPERVISION RECEIVED AND EXERCISED:

The Criminal Identification & Evidence Supervisor works under the direct supervision of a Police Lieutenant. This position supervises the Crime Scene Technician position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises and coordinates personnel and activities of the Property and Evidence detail;
- Develops training programs for Department members regarding the intake of evidence and property; supervises the receipt, storage, safeguarding, release, disposal, inventory control and issuance of a wide variety of evidence, narcotics, police equipment, supplies, and property;
- Develops and maintains a quality assurance program, establishes policies and procedures to meet national property and evidence unit standards;
- Researches and implements new technologies to increase efficiency within the unit;
- Manages and supervises the day to day operations of the Crime Analysis Detail, ensuring efficient interaction with federal, State and local law enforcement agencies;
- Ensures the proper compilation and dissemination of internal service requests including a monthly compilation of a wide variety of police statistics;
- Responsible for analyzing data to project crime patterns or modus operandi to target areas for deployment of personnel on a timely basis in order to prevent offenses or apprehend suspects;
- Provides graphic statistics depicting crime patterns; performs other duties as required.
- Supervises the everyday functions of the Crime Scene Detail, Property and Evidence Detail, and Crime Analysis Detail.
- Researches and prepares statistical reports.
- Reviews technical reports, creates and maintains work schedules, completes thorough documentation of subordinates' work performance appraisals, and completes payroll and other administrative functions.
- Reviews Crime Scene reports for investigative accuracy.
- Prepares a variety of reports, maintains records.
- Supervises the receipt, storage, release, or destruction of evidence or other property.
- Develops and coordinates training of Department personnel regarding crime scene procedures and on functions of the Crime Scene Technicians.
- Establishes policy and develops training programs for Department personnel regarding property and evidence impound storage or destruction procedures for all Department members, including specific training for new or recently promoted members.

- Conducts required audits or an inspection of property impounded and maintains accurate documentation of impounded property by updating all paperwork relating to chain of custody, while also requiring proper documentation for chain of custody.
- Tracks all property and evidence impounded to ensure timely destruction of evidence no longer needed for trial/court.
- Researches and makes recommendation on the newest technology available in crime scene investigations, property and evidence and crime analysis.
- Load, transport, and unload abandoned/unclaimed property for disposal in accordance with established policies, procedures and/or statutes.
- Plan, prioritize, assign, and review work of staff responsible for crime analysis and reporting activities; establish methods and objectives for providing crime analysis services.
- Oversee the compilation and dissemination of internal service requests including a monthly compilation of a wide variety of police statistics utilizing sources from calls for service, census, demographic, and other related data to display for Department administrators.
- Make recommendations for realigning police beats and grids as warranted based on shifting call for service, response times, city growth and reoccurring crime problems that drain police resources.
- Review confidential law enforcement bulletins regarding crime trends and patterns directly related to police operations.
- Maintain contact with outside agencies in the collection of sharing and dissemination of useful crime analysis and statistical reporting.
- Report on local, regional, and national crime trends.
- Perform work functions of Crime Scene Technician, Property and Evidence clerk, or Crime Analysis when necessary due to personnel shortages.
- Perform other duties as required.

MINIMUM QUALIFICATIONS:

- Completion of an approved course in police identification techniques.
- Valid Florida driver's license.
- Knowledge of City of Doral Police Department's Crime Scene, Property and Evidence and Crime Analysis policies, procedures, rules, regulations and unit functions.
- College level coursework in criminal justice, law enforcement or closely related field.
- Bachelor's degree and four years' experience in Crime Scene and Property and Evidence; or Master's degree (preferable) and two years' experience in Crime Scene and Property and Evidence.
- Must possess thorough knowledge of crime scene processing and packaging procedures.
- Ability to process crime scenes, collect, preserve, and package evidence, and maintain a proper chain of custody.
- Ability to multi-task.
- Ability to effectively communicate orally and in writing.
- Completion of 40-hour course in crime scene techniques.
- Completion of 40-hour forensic photography.
- Valid Florida Driver's License.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

PROFESSIONAL EXPERIENCE:

- Some supervisory experience preferred.
- Active membership in International Association of Identification (IAI), and the Florida Division International Association of Identification (FDIAI).

