

**JOB OPPORTUNITY
CITY OF MANSFIELD, OHIO**

ORDINANCE: 25-005 POSTING DATE: 09/03/25 DEADLINE DATE: 09/16/25

OPERATIONS SUPERVISOR – CRIME LAB

The City of Mansfield, Ohio, Director of Human Resources announces the opening of the following full-time, unclassified position in the **DIVISION OF POLICE:**

SALARY: \$50,000 - \$70,000

GENERAL STATEMENT OF DUTIES:

Under the direction of the Forensic Science Section Laboratory Director the Forensic Investigator Supervisor is responsible for the laboratory procedures and examinations performed in the non-accredited disciplines of the Forensic Science Section including Firearms, Latent Prints (APFIS), Digital & Multimedia, Body/Cruiser Camera systems, Crime Scene, and Property Control. The position supervises assigned forensic staff, ensures operational and legal compliance, and performs assigned forensic duties.

REQUIREMENTS:

- Bachelor's degree in Criminal Justice, Forensic Science, or a related field
- Minimum of 3 - 5 years of forensic or law enforcement experience, including work in digital forensics, firearms, or crime scene investigation
- Certification in relevant forensic disciplines (e.g., IAI, AFTE, or digital forensics) is desirable

DUTIES AND RESPONSIBILITIES:

The duties & responsibilities of the **Supervisor - Forensic Investigator** include, but are not limited to the following statements. *The omission of specific statements of duties does not indicate exclusion of them if the work is similar, related or a logical assignment to the position.*

- Supervise and perform work involving forensic evidence collection and analysis, digital evidence collection and analysis, firearms analysis, and crime scene processing
- Supervise and perform work involving body-worn camera systems and in-cruiser camera systems
- Oversee policies and procedures related to non-accredited forensic disciplines including APFIS, crime scene, digital media, firearms, and property room management
- Ensure evidence collection and handling follows applicable procedures, maintaining proper documentation and chain-of-custody
- Conduct quality assurance technical and administrative reviews of forensic reports in various disciplines
- Conduct training for personnel in evidence handling, forensic technology, safety protocols, and software applications
- Coordinate continuing education and professional development for staff under his/her supervision
- Remain knowledgeable of developments in relevant forensic disciplines by attending meetings and training courses, and reading journals and trade magazines
- Conduct advanced forensic analysis and provide expert testimony in court
- Work towards achieving international accreditation in non-accredited sections
- Perform skilled analysis of evidentiary items collected by various agencies for the identification, classification, comparison and relevance of those items to a crime or event

- Prepare laboratory reports regarding the analysis results on submitted evidence.
- Properly file & distribute laboratory reports to the submitting law enforcement agency, governmental department and/or courts
- Testify as an expert witness on the examination of physical evidence
- Maintain a clean working environment and garments
- Maintain instruments & other equipment in proper working order. Maintain records & logs of results/equipment and other requirements involved in conducting analytical & physical procedures on evidence
- Other related duties as assigned but not limited to property disposition, inventory control, purchasing, internal/external travel & training, court orders, laboratory information management system (LIMS), and the records management system (RMS).

DESIRED KNOWLEDGE, SKILL AND ABILITIES:

- Knowledge of photography and the use of photographic equipment
- Knowledge of proper collection and preservation of physical evidence
- Knowledge of Firearms, APFIS, Digital & Multimedia, and Crime Scene techniques and procedures
- Knowledge of body-worn camera systems and in-cruiser camera systems
- Ability to analyze situations and develop workable solutions
- Ability to present ideas effectively, orally and in writing
- Ability to establish and maintain effective working relationships with police, detectives, investigators, Elected Officials, department heads, City employees, other agencies, and the general public
- Ability to report situations that require attention to the Laboratory Director

MUST POSSESS A VALID OHIO DRIVERS LICENSE.

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED ON-LINE, BY EMAIL, OR IN THE HUMAN RESOURCES OFFICE. "WE ARE AN EQUAL OPPORTUNITY EMPLOYER" WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.