Newport Beach Police Department
Forensic Supervisor
Course Control Number: 6830-20319
Revised: June 29, 2021

COURSE HOURS: 40

COURSE PURPOSE: The purpose of this training is to provide the student with the knowledge, skills and ability to effectively manage and oversee forensic personnel. The students will also demonstrate knowledge of the DISC Behavioral Styles and how to identify the DISC Behavioral Styles of others. Students will demonstrate functional knowledge of the Crime Scene, Latent Print and Evidence Units.

I.   **Ethical and Legal Responsibilities for Forensic Supervisors**
   A. Ethics/Legal   (small group discussion)
      1. Ethical behavior in the workplace
      2. Ethical responsibilities of a forensic supervisor
      3. Creating an ethical culture in your unit
   B. Legal Issues
      4. The legal responsibilities of a forensic supervisor
      5. Ramifications for providing poor leadership

II.   **Behavioral Types and Critical Conversations**
   A. DISC Behavioral Training   (role play exercise)
      1. Overview of the DISC Behavioral Types
      2. Student testing to determine individual DISC Behavioral Type
      3. Determining the DISC Behavioral Types of your forensic employees
      4. How DISC Behavioral Types impact your workplace
      5. Tailoring your communication to your employee's DISC Behavioral Type
   B. Communication
      1. Overview of communication
      2. How to be a more effective communicator
      3. How to be a more effective listener
      4. How to determine if your message has been received as you intended it to be
   C. Critical Conversations
      1. Overview of critical conversations
      2. How to determine when a conversation is "critical"
      3. How to deal with conflict and have those difficult but necessary conversations with individuals in the workplace

III.   **The Forensic Units**   (large group discussion)
   A. The Crime Scene Unit
    1. Overview of the Crime Scene Unit
    2. What is the function of the Crime Scene Unit
    3. What minimum mandatory supplies and equipment are required for the Crime Scene Unit to function
    4. Special considerations for the Crime Scene Unit
   B. The Latent Print Unit
    1. Overview of the Latent Print Unit
    2. What is the function of the Latent Print Unit
    3. What minimum mandatory supplies and equipment are required for the Latent Print Unit to function
    4. Special considerations for the Latent Print Unit
   C. The Evidence Unit
    1. Overview of the Evidence Unit
    2. What is the function of the Evidence Unit
    3. What minimum mandatory supplies and equipment are required for the Evidence Unit to function
    4. Special considerations for the Evidence Unit
   D. Leadership vs Management
    1. Class discussion

IV.   **Forensic Unit Performance**
   A. Statistics and Logs
    1. How to create and maintain unit statistic and log sheets
    2. How to track appropriate statistics
    3. How to use statistics to determine productivity and efficiency
    4. How to use statistics to justify additional resources
   B. Audits
    1. How to audit casework in the Crime Scene Unit
    2. How to audit casework in the Latent Print Unit
    3. How to audit casework in the Evidence Unit
   C. Scheduling
    1. Overview of Chronotypes
    2. How to determine your employee's chronotypes
    3. Special considerations for scheduling

    D. Job Descriptions
1. Overview of job descriptions
2. How to write a job description
3. Ramifications for having forensic employees working under inaccurate job descriptions

    E. Interviews
1. How to conduct an effective interview
2. How to find the best fit for your team

    F. Evaluations
1. How to conduct an effective evaluation
2. How to give constructive feedback

    G. Team Doctor
1. Class discussion

V. Forensic Unit Growth (small group activity)

    A. Writing Forensic Standard Operating Procedures (SOPs)
1. Overview of Forensic SOPs
2. What SOPs do your Forensic Unit's need
3. How to write SOPs

    B. Creating Forensic Training Programs
1. Overview of Forensic Training Programs
2. What training programs to your Forensic Unit's need
3. How to create Forensic training programs

    C. Finding Resources
1. How and where to find resources for Forensic equipment, supplies and personnel

    D. Intro to Accreditation
1. Overview of available Forensic accreditations
2. Benefits of being accredited
3. How to start the accreditation process

VI. Course Exam and Review

Any student scoring below standard on any exercise, as established by the presenter will be remediated and tested until competency is demonstrated to the satisfaction of the presenter.