

SUPERVISORY CRIMINALIST

POSITION DESCRIPTION

Classification Responsibilities: A Supervisory Criminalist performs activities associated with the Police Department's Forensic Services Section and is responsible for either supervising multiple units within the Forensic Services Section, or responsible for a major program within the Forensic Services Section (e.g., Quality Assurance Manager, LIMS Administrator, etc.) and supervising one unit. Work may involve overseeing the Latent Print, Photo Laboratory, Crime Scene, Fingerprint Identification, Firearms, Biology (DNA/Serology), Toxicology, Controlled Substance, and Support Units within the Forensic Services Section. These unit's may include highly specialized criminalistics evaluations utilizing chemical, microscopic or chromatographic techniques and instrumentation to examine, identify, and evaluate physical evidence which may include: hair, fibers, fabrics, firearms, bullets, cartridge cases, latent prints, substances suspected of containing drugs, fire debris, paint, glass, soil, blood, urine, and other biological substances. Specific supervisory duties include: ensuring ASCLD/LAB requirements are instituted and maintained; training laboratory personnel on-the-job; developing training programs for sworn personnel; directing caseload and turnaround time; developing and implementing new laboratory techniques, methods and equipment; developing and maintaining a quality assurance program for assigned unit(s); ensuring laboratory safety; overseeing national databases (including AFIS, CODIS, and NIBIN); preparing and maintaining laboratory records and reference files; performing technical and administrative review of case reports; and preparing and monitoring the unit's portion of the Forensic Services Section budget. A Supervisory Criminalist is also responsible for providing expert testimony in court. This class performs related duties as required.

Distinguishing Features: A Supervisory Criminalist is a supervisor position that is responsible for the day-to-day operations of multiple units, or responsible for a major program (i.e., Quality Assurance Manager, LIMS Administrator, etc.) and is responsible for the day-to-day operation of one unit within the Forensic Services Section. This class requires the combined application of previously attained professional knowledge with competence in general supervision. Good communication skills are essential as incumbents consult and coordinate with forensic personnel from other agencies, police officers, attorneys, accreditation inspectors, and independent experts regarding the results of laboratory analyses. Additional responsibilities include monitoring special projects, conducting staff meetings, reviewing bid specifications, coordinating evidence processing, and preparing grant applications and subsequent documentation. Supervision is received from the Forensic Services Section Administrator who reviews work through meetings, reports, and results achieved. This position involves working with chemicals and other hazardous materials. This class is FLSA exempt-executive.

QUALIFICATIONS

Education and Experience: Requires a Bachelor's Degree from an accredited college/university in Biology/Biochemistry, Chemistry, Forensic Science (Criminalistics), or closely related physical or natural science, and at least eight years of progressively responsible experience as a criminalist in a laboratory actively engaged in the forensic sciences. Some supervisory experience in a crime laboratory is highly desirable. Experience in an ASCLD/LAB accredited laboratory is preferred.

Special Requirements: Because of the confidential and sensitive nature of information handled,

successful completion of a polygraph examination and background investigation is required.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, management, public officials, sworn personnel, attorneys, officers of the court, and vendors. Communicates with employees regarding their performance. Communicates with other experts in the field to exchange information on all types of forensic methodologies. Instructs and trains others in a classroom setting or on the job. Prepares written documents including memos, letters, performance evaluations, procedures, grant applications, and accreditation standards with clearly organized thoughts using scientific symbols, proper sentence structure, punctuation, and grammar.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures, federal drug enforcement regulations, Occupational Safety and Health Administration (OSHA), and Department of Health regulations, and state laws regarding drugs, Driving Under the Influence (DUI), arson, and firearms. Observes subordinates' work performance in the laboratory or in the field. Inspects, monitors, and evaluates equipment, objects, information, and work-related conditions to determine compliance with prescribed operating and safety standards, regulations, and guidelines including manufacturer's specifications on computerized scientific equipment and national crime laboratory accreditation standards. Distinguishes colors for preliminary drug testing and print comparisons. Detects toxic gases or other hazardous materials related to laboratory safety. Attends court hearings in order to provide expert testimony. Enters data or information into a personal or laboratory computer in order to prepare memos and performance evaluations.

Mental: Plans, organizes, and supervises the activities of units within the Forensic Services Section. Prioritizes and assigns work to subordinate staff and prioritizes own work. Resolves procedural, operational, and other work-related problems by communicating with subordinates, department and City personnel, other experts in the field, and outside agencies. Develops laboratory policies and procedures, new laboratory techniques and methods, short- and long-term objectives, and other plans including recommendations for the Forensic Services budget. Monitor research projects associated with scientific examinations.

Comprehends and makes inferences from written material including laboratory reports, scientific journals/literature and testimony transcripts to maintain current expertise in the scientific field and provide the best examination of evidence and court testimony. Interprets graphs, charts, and mathematical formulas to check and approve scientific reports. Prepares and implements in-service training programs. Learns job-related material through on-the-job training or in a classroom setting regarding updated and new laboratory techniques.

Knowledge/Skill/Abilities:

Knowledge of:

the principles, methods, materials, equipment, and techniques of forensic science;
the principles of chemistry, physics, biology, biochemistry, and photography as related to forensic science;
crime scene procedures;
recent developments, current literature, and sources of information on forensic science;

state and federal statutes and case law covering contraband, drugs, and the use of physical evidence in court, the rules of criminal procedures concerning time limits, discovery, evidence, and expert witnesses; supervisory management principles and techniques; and Police Department policies, procedures, rules, regulations and unit functions.

Skill in the use of forensic laboratory equipment and in demonstrating tests and examinations to others.

Ability to:

plan, organize, and direct the Forensic Services Section's activities;
effectively coordinate laboratory activities with other department sections, law enforcement agencies, medical and legal professions, and the judiciary;
objectively evaluate subordinate personnel;
prepare, monitor, and update the budget for the Forensic Services Section;
maintain confidentiality and security of records and information;
secure the cooperation of others in difficult work situations;
withstand intense examination in court as an expert on the laboratory analysis of evidence; and
establish and maintain effective working relationships with police personnel, other law enforcement-related agencies, City personnel, and the general public.

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TO/cjh

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EEO-Prof

NIDA-None

RESP-None

PAY RANGE: 54

SH-08

CDL-None