



Classification: Criminalist Supervisor

Title Code: V00514

Pay Range: 29

Immediate Supervisor: Crime Laboratory Manager

Position Supervised: Criminalist I, II, III

FLSA Classification: Partial-Exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

The employee in this class is responsible for the supervision and management of complex and technical work in the analysis of forensic evidence. Duties may include direct line supervision of a single accredited forensic discipline and/or administrative supervision and support of multiple accredited forensic disciplines and support staff, while maintaining proficiency-tested expertise in their assigned discipline. Supervisory responsibility may extend to the entire assigned laboratory facility. Direction is received from the management staff that makes special assignments and reviews the work through the evaluation of reports and meetings.

Employees assigned to satellite laboratories may also be responsible for learning the daily operations of the satellite laboratory and may also, depending on their forensic discipline, be required to perform scientific analysis of body fluids and liquor samples for alcohol content.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks that may be found in positions of this class.)

Provides direct line supervision of Criminalists and Laboratory Evidence Technicians (e.g. delegates work and monitors completion the same, provides guidance and technical assistance, and ensures work is performed according to legal and safe guidelines); supervises, trains criminalists, and participates in crime scene investigations.

Provides administrative supervision and support for multiple forensic disciplines and support staff at the assigned laboratory facility, while maintaining proficiency-tested expertise in their assigned discipline. Supervisory responsibility may extend to the entire assigned laboratory facility.

Performs a variety of administrative duties (e.g., reviews employee time records and approves/disapproves leave; approves expense reports; handles personnel issues and problems associated with subordinates; prepares correspondence; conducts and attends meetings; serves on committees and advisory boards, as assigned; recommends personnel decisions to management staff).

Briefs management staff on division activities to include case assignment, status of pending casework, casework statistics and any other areas of concern that could become public knowledge and/or involve potential legal ramifications for the department.

Confers with other laboratory supervisors and personnel in reference to laboratory methodology, safety, current issues, scientific and legal developments, and progress of shared caseloads, etc.

Provides recommendations and assists in the development and implementation of new and revised methods of analysis to upgrade laboratory capability.

Generates and receives requests to and from other law enforcement agencies, prosecutors, attorneys, etc., regarding criminal evidence and crime laboratory procedures.

Reviews and updates standards operating procedures, training, quality control, and safety manuals, etc., within the chosen/related discipline.

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Assesses submitted evidence and guides subordinates in determining which items are most likely to associate or disassociate the victim or suspect with a crime scene.

Regularly works with a variety of potentially hazardous materials (e.g., HIV, hepatitis, and/or unknown pathogen contaminated body fluid evidence; unidentified chemicals on evidence).

Regularly processes, compares, and examines submitted samples in the assigned forensic discipline.

Participates in and successfully passes practical competency and/or written test(s) prior to assuming casework using a new or updated testing method in their assigned forensic discipline.

Collates data and prepares reports; reviews and edits reports prepared by subordinates for clarity and completeness; ensures the criminalist has properly completed and attached the appropriate forms; submits reports for archiving, classification, and proper dissemination per statutory and/or department requirements.

Routinely testifies as an expert witness in a court of law while maintaining composure under intense cross-examination; prepares evidence and exhibits; trains subordinates about the role of an expert witness in legal proceedings; reviews division staff testimony and provides input, as needed.

Participates in the proficiency testing program for their forensic discipline and ensures proper monitoring and record keeping of the proficiency testing program within their supervisory scope.

Attends workshops, meetings, conferences, and seminars to gather and share information with peers as well as learn about any new developments and/or trends.

Occasionally monitors the job performance and provides appropriate feedback of subordinates; prepares and conducts a formal evaluation in consultation with the appropriate management authority.

Conducts training of law enforcement personnel about forensic analysis, collection and preservation of evidence, and chain of custody procedures.

Educates prosecuting attorneys about complex scientific analysis and serves as a technical advisor during trial proceedings.

Reviews requests for equipment, materials, and/or training by division staff; makes recommendations to the management staff and communicates decisions to the affected staff.

Confers with equipment vendors, writes specifications for new equipment, and assists in selecting successful bidders on this equipment.

May interact with television, radio, or print media personnel reference forensic science informational news spots.

Operates standard office equipment (e.g., personal computer, telephone, fax machine, copier, etc.).

Performs job-related travel, as needed.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of the procedures and methods used in the forensic analysis of submitted samples.

Extensive knowledge and practice of the safety rules and procedures associated with laboratory equipment and chemicals.

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Extensive knowledge of the compilation and preparation of evidence for presentation in court and the role of an expert witness in legal proceedings.

Extensive knowledge of quality control procedures, proficiency testing, and competency tests.

General knowledge of the principles of supervision.

Skill in supporting the decisions and actions made by subordinates in processing casework.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to work with potentially hazardous materials as detailed in the description of duties.

Ability to research new equipment, write bid specifications, and deal with bidders.

Ability to review the work of subordinates and provide constructive criticism.

Ability to perform administrative duties as detailed in the description of duties.

Ability to review requests for equipment, materials, and training and make recommendations based on carefully researched information.

Ability to generate and receive requests for information from a variety of individuals related to forensic science.

Ability to perform work in accordance with prescribed procedures, makes accurate observations of test results, and prepare accurate records and reports.

Ability to work with highly sensitive information in a confidential and professional manner.

Ability to maintain composure while under cross-examination in regard to personal and scientific qualifications and defend laboratory findings in court.

Ability to compile and prepare information for presentation (e.g., mock trials held in the laboratory, actual court appearances, and teaching training courses).

Ability to examine forensic evidence and recognize and identify minute details.

Ability to distinguish colors necessary to perform laboratory tests.

Ability to perform microscopic work for extended periods.

Ability to establish and maintain effective working relations with subordinates.

Ability to establish and maintain effective working relations with the management staff.

Ability to properly use laboratory equipment, photography equipment, standard office equipment, and chemicals as needed for their assigned forensic discipline.

Ability to gather, assemble, correlate, and analyze facts to be incorporated into a report of laboratory work and tests.

Ability to handle several projects simultaneously.

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Ability to plan, report, improve, direct, and evaluate the overall operation of and subordinates assigned to the section or supervisory unit.

Ability to review and revise manuals.

Ability to educate individuals about forensic science.

Ability to develop methods and/or techniques to upgrade laboratory capability.

Ability to train subordinates.

Ability to formulate logical, reasonable conclusions based on available factual information.

Ability to transport tools, equipment, and evidence necessary to conduct crime scene investigations.

Ability to perform job-related travel (e.g., appearing in court, conducting crime scene investigations, and attending training meetings, seminars, etc.).

Ability to interact with the media.

Ability to participate in and successfully complete practical and/or written competency test(s) prior to assuming casework.

Ability to participate in and successfully complete proficiency tests in the assigned forensic discipline.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a baccalaureate degree in one of the natural sciences or closely related field from an accredited college or university.

AND

Meet any additional minimum experience, education and training requirements for and possess at least three years experience as a Criminalist III in the assigned forensic discipline or possess equivalent education and experience in an accredited crime laboratory.

NECESSARY SPECIAL REQUIREMENTS

Must satisfactorily complete the Patrol's supervisory course within one year of appointment.

If applicable, possess or obtain a Certified Instructors Certificate (Specialist) from the Missouri Department of Public Safety.

If applicable to the assigned forensic discipline, possess or obtain a Missouri Department of Health Type 1 Permit (Alcohol and Drug Testing).

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