



Classification: Criminalist Supervisor (Drug Chemistry)

Title Code: V00514

Pay Range: 29

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 the daily operations of the satellite laboratory.

DESCRIPTION OF DUTIES PERFORMED (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Provides direct line supervision of Criminalists, Forensic Laboratory Technicians, and Laboratory Evidence Technicians (e.g. delegates work and monitors completion of same, provides guidance, training and technical assistance, monitors job performance and provides appropriate feedback).

Performs a variety of administrative duties (e.g., reviews employee time records and approves/disapproves leave; approves expense reports; handles personnel issues and problems; recommends personnel decisions to staff; prepares correspondence; conducts and attends meetings).

Briefs immediate supervisor and/or management staff on section 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 laboratory personnel in reference to laboratory methodology, safety issues, scientific and legal developments, and progress of shared caseloads, etc.

Assists with coordination, research, and development of new and revised methods of analysis to upgrade laboratory capability.

Generates and receives requests to and from other crime laboratories, law enforcement agencies, prosecutors, attorneys, etc., reference examinations and crime laboratory procedures.

Reviews and updates records on caseload, purchasing, training opportunities, time records, and court monitoring, etc., within the section.

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

Supervises, regularly examines, and analyzes the following: submitted evidence for the presence of controlled substance; a variety of potentially hazardous materials (e.g., pathogen contaminated body fluid evidence; unidentified chemicals on evidence); and forensic evidence that may be soil laden, maggot infested, putrefied, rank and/or otherwise unpleasant.

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

Facilitates for the section, and successfully completes competency and/or written test(s) prior to assuming casework using a new or updated testing method.

Supervises the collation of data and preparation of reports.

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

Facilitate and successfully participates in the proficiency testing program for their forensic discipline.

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

Conducts training of law enforcement personnel about drug analysis, collection and preservation of evidence, and chain of custody procedures; educates attorneys about complex scientific analysis and serves as technical advisor during trial proceedings.

Reviews requests for equipment, materials, and/or training by section personnel; makes recommendations to immediate supervisor and communicates decisions to the affected personnel.

Assists in contacting scientific equipment manufacturers, writing specifications for new scientific equipment, and selecting successful bidders on this equipment.

Assists with budget decision items and requests, and legislative matters involving amendments to current legislation including fiscal note requests.

Follows established QA/QC guidelines and is responsible for ensuring compliance of subordinates.

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.

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 subordinate's decisions and actions in processing casework.

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 reference same.

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

Ability to compile and prepare information for presentation (e.g., mock trials, courtroom testimony, depositions, pretrial conferences, meetings, etc.).

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 properly use laboratory equipment, computer and photography equipment, and chemicals.

Ability to gather, assemble, correlate, and analyze information critical to the overall operation of the section.

Ability to handle several projects simultaneously.

Ability to oversee, monitor, and interpret information necessary for the successful function of the section.

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 interact with the media.

Ability to read English effectively.

Ability to work with restricted, highly sensitive information in a confidential and professional manner and maintain the information as such.

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

Ability to establish and maintain harmonious working relations with others.

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 perform job-related travel.

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 bachelor's degree (or equivalent) or an advanced degree from an accredited college or university in one of the natural sciences or closely related field. College coursework must include 20 semester hours in chemistry, including two semesters of general chemistry with laboratory, two semesters of organic chemistry, and one semester of organic chemistry laboratory. An organic chemistry laboratory that is integrated into a 4 or 5 hour organic chemistry course will satisfy the laboratory requirement. Survey or introductory coursework intended for non-chemistry majors will not satisfy the above requirements. A minimum acceptable grade of C or equivalent in the required coursework and core chemistry courses are required.

AND

Possess at least three years of experience as a Criminalist III - Drug Chemistry or comparable experience.

NECESSARY SPECIAL REQUIREMENTS: Must satisfactorily complete the Patrol's supervisory course within one year of appointment.

Must provide a DNA sample to be used only for forensic identification as required at the time of appointment.

Must be able to pass a polygraph examination after conditional offer of employment.

Must submit to periodic random drug testing.

Must possess and/or obtain and maintain a valid driver's license.

FLSA STATUS: Partial-Exempt

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