



Classification: Criminalist Supervisor (Firearms/Toolmark)

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 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; and attends meetings).

Performs forensic Firearms and Toolmark examinations on evidence using the most current scientifically accepted methods.

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

Makes decisions and guides subordinates on firearms and toolmark examinations based on the quality of the submitted evidence and procedures.

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

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

Supervises and regularly performs complex scientific techniques.

Implements, reports, improves, and directs, the procedures, methods, and personnel associated with the Firearms/Toolmarks section.

Interprets test results obtained from the proper microscopic methods.

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

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

Facilitates and successfully participates in the proficiency testing program for the section.

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.

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

Supervises the collation of data and preparation of reports.

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 forensic analysis, collection and preservation of evidence, and chain of custody procedures; educates attorneys about complex scientific analysis and serves as a 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 with budget decision items and requests, and legislative matters involving amendments to current legislation including fiscal note requests.

Assists in contacting scientific equipment manufacturers, writing specifications for new scientific equipment, and 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 examination of firearms and toolmark evidence.

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

Extensive knowledge of proficiency testing and competency tests.

Extensive knowledge of the practices of good laboratory technique.

General knowledge of the principles of supervision.

Skill in supporting subordinate's decisions and actions in processing casework.

Ability to read English effectively.

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

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

Ability to establish and maintain effective working relations with others.

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

Ability to distinguish colors necessary to perform laboratory tests.

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

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

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

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

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

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 reference firearms and toolmarks examinations.

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

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 oversee, monitor, and interpret information necessary for the successful functioning of the section.

Ability to interact with the media.

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 its 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 both Algebra and Trigonometry (coursework in Calculus can be substituted for Algebra and Trigonometry) and at least one semester of chemistry with lecture and laboratory components. A minimum acceptable grade of C or equivalent in the required coursework and the core major courses are required.

AND

Possess at least three years experience as a Criminalist III - Firearms/Toolmarks 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 a valid Missouri 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.