



Job Title	Crime Lab Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	12 Months
Zone	2	Job Code	15052

Class Specification – Crime Lab Manager

Summary Statement:	
<p>The purpose of this position is to manage, supervise, and coordinate the activities, operations, budget, and personnel of the Colorado Springs Police Department Metro Crime Lab. This is accomplished by meeting with Investigations Division and Department management, lab supervisors and personnel, collaboration and coordination with other lab managers, such as those at CBI, and continually monitoring and researching emerging national forensic trends and standards through such organizations as the American Academy of Forensic Science and the National Institute of Justice. Other duties include oversight of the lab’s quality control and assurance program and supervisor to ensure standards and requirements are met for continued and expanded ISO/IEC 17025 accreditation, and representing the lab during FBI and ISO/IEC accreditation inspections and audits. This position serves as the Project Director for and supervises the preparation of grant funding requests, funding acceptance, budget monitoring, terms compliance, and reporting for Federal and State grants. Additional duties include meeting with and informing upper level management concerning lab issues, implementation of new programs and services, and planning, organizing and directing the operation of all scientific disciplines within the lab, and is accountable for ensuring the lab is run safely and efficiently.</p>	
Essential Functions	Note: Regular attendance in the performance of this job is an essential function.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
60%	Manages and oversees laboratory operations; participates in establishment, monitoring, and completion of lab goals that support the Department’s strategic plan; provides short and long term planning based on forensic standards and practices; continually evaluates, develops protocol, and implements new technologies and programs to improve quality and efficiency, identifies and implements solutions to problems, manages complex projects. Manages and oversees multi-agency laboratory staff; prioritizes, monitors and assigns case work; schedules and allocates manpower of the Metro Crime Lab staff; identifies and solves staff issues; completes probationary, semi-annual, and annual performance evaluations; provides administrative direction; participates in the development of and ensures compliance with department policies, procedures, general orders, and SOP’s; monitors and documents activities to completion; ensures completion of mandatory training and certifications; manages lab’s



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	role-readiness/mentoring program; ensures maintenance of laboratory instrumentation, vehicles, and equipment.
30%	Manages lab and grant budgets; participates in the development and administration of the Metro Crime Lab budget; approves staff purchases and expenditures; researches and develops grant applications and budgets; administers grant awards and ensures grant goals and objectives are met and reported per the funder's guidelines.
10%	Performs other duties as necessary; coordinates activities with internal and external stakeholders, both public and private, including other City departments, labs, courts, District Attorney's Office, other law enforcement agencies, media, and scientific associations to ensure successful operation of the Metro Crime Lab.

Competencies Required:	
Human Collaboration Skills:	Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. Provides responsive and high quality customer service to representatives of internal and external agencies, members of the public and the community.
Reading:	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math:	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above; however, it may be obtained from experience and self-study.
Writing:	Advanced - Ability to write reports and requests, create proposals and recommendations, justifications, critiques, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in college level or above; however, it may be obtained from experience and self-study.



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Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively. Knowledge of management, supervisory, organizational, and administrative principles in order to plan, organize, and direct operations of the lab. Familiarity with Federal, State, City and Police Department codes pertaining to the responsibilities, provisions, or laws governing records and evidence retention and rules. In-depth knowledge of ISO/IEC 17025 accreditation and scopes covered for forensic testing and analytical techniques. Knowledge of FBI QAS document and audit requirements. General knowledge of scientific disciplines practiced in CSPD Metro Crime Lab: Chemistry, Firearms Analysis, DNA, Latent Print Examination, and Crime Scene Investigation.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: A Bachelor’s degree from an accredited college or university with major coursework in biology, chemistry, or forensic science, or related field, as well as specific law enforcement practices and procedures.

Experience: Five years of full-time responsible management experience including a minimum of two years in a forensic laboratory setting.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Colorado Driver’s License	By start date
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:

Work requires managing, monitoring, and evaluating work performance by directing subordinate supervisors; including making final decisions on hiring and disciplinary actions, evaluating program/work goals and objectives effectiveness, and realigning work and staffing assignments as needed; motivating, developing, mentoring, and directing personnel.



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Supervision Received:

The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance from the Investigations Division Commander only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:

This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department; does research and prepares recommendations for organization-wide budget expenditures.

Physical Demands

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment / Lab
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Seasonally
Noise and Vibrations	Never
Physical /Biological Hazards	Rarely
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, LIMS, DIMS, LERMS, EOQ, CJIS/CAD, and NeoGov.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

January 2017