



<b>Job Title</b>	Crime Lab Supervisor	<b>FLSA Status</b>	Exempt
<b>Band</b>	SUP	<b>Probationary Period</b>	12 Months
<b>Zone</b>	5	<b>Job Code</b>	15021

**Class Specification – Crime Lab Supervisor**

<b>Summary Statement:</b>	
<p>The purpose of this position is to implement, monitor, review and update the accreditation and quality assurance activities within the Metro Crime Lab including all controlled and uncontrolled documents in order to maintain ISO/IEC 17025 Accreditation as required by the Attorney General of the United States. It is responsible for administration, updates, and input of information into LIMS (Laboratory Information Management System). Coordinates and provides training and community outreach programs. Supervision of the Latent Fingerprinting, Crime Scene Investigation and Chemistry and Firearms Units.</p>	
<b>Essential Functions</b>	Note: Regular attendance in the performance of this job is an essential function.
<b>Time %</b> (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.
45%	Supervises the Crime Scene Investigations, Latent Fingerprint, Chemistry or Firearms Units. Assign workload, solve staff problems, participate in the development of processes, approves overtime and leave time, completes probationary, semi-annual and annual performance evaluations. Maintain training records and manuals. Provides input for grant applications and ensures all grant requirements are met.
45%	Reviews and approves reports submitted by staff prior to release. Maintain and update the Quality Control Manual and other related accreditation documents. Maintain and document control for laboratory policies and procedures, GOs and SOPs. Ensure policies are followed and accreditation standards are met. Conduct periodic system audits. Monitor equipment, chemical, computer and other physical inventory in the lab. Maintains updates and monitors LIMS. Assure the Lab Service and Courtroom Testimony evaluations are conducted. Provides training to internal and external customers. Researches to ensure lab remains current in methodology, techniques, equipment and technology.
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 association to ensure successful operation of the Metro Crime Lab. Coordinates



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	presentations and community programs. Actively conducts forensic casework.
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<p><b>Competencies Required:</b></p> <p><b>Human Collaboration Skills:</b> 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.</p> <p><b>Reading:</b> 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.</p> <p><b>Math:</b> 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.</p> <p><b>Writing:</b> 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.</p>
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<p><b>Technical Skills Required:</b></p> <p><b>Advanced Skills and Knowledge:</b> 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.</p>
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<p><b>Relevant Background and Formal Education:</b> 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.</p> <p><b>Education:</b> Bachelor's degree in a related field with additional specialized training in forensic disciplines to include DNA/Chemistry, latent prints, firearms and/or crime scene investigation.</p>
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Experience: Three years of full-time responsible experience in a crime lab with ISO 17025 or ASCLD Lab accredited, including one year of lead or supervisory experience.

**Education and Experience Equivalency:**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**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.

**Supervision Received:**

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

**Fiscal Responsibility:**

The job title prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.



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<b>Physical Demands</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
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, and standard office equipment. Specialized Forensic Science equipment and instrumentation, ie GC/MS, GC/MSMS, FTIR, Various types of microscopes, Specialized camera equipment, RUVIS, Fume hoods, Cyanoacrylate chamber, Ballistic tank (Dependent on unit being supervised).

**Specialized Computer Equipment and Software:** LIMS, DIMS, LERMS, EOQ, CJIS/CAD, and NeoGov. Specialized Forensic Science applications, ie. AFIS, IAFIS, NIBIN.

*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.*

Original date: March 2013