

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: FORENSIC CRIME LAB MANAGER

| | |
|---|--|
| Exempt: No | Skill Code: 4110E |
| Skill Level: E410 | Department: Office of the Sheriff |
| Reviewed by H/R: | Date: |
| Approved by: Sheriff Darren Weekly | Date: 01-10-23 |

General Duties: Performs a variety of complex supervisory and administrative work; the manager oversees, coordinates, and directs the operational aspects of the Forensic Crime Laboratory.

Supervision Exercised: Serves as the civilian manager for the Forensic Crime Laboratory.

Supervision Received: Works under the general supervision of the Forensic Crime Laboratory Director. Reports directly to the Property and Evidence Investigations Division sergeant. Work is generally assigned and reviewed periodically. Initiative and judgment are required.

Examples of Duties and Responsibilities:

- Coordinates and administers an adequate plan for the control of forensic services.
 - Compares performance to operating plans and standards. Such standards include, but are not limited to, office policies, procedures and directives, legal precedent, statutory requirements, and acceptable scientific practices. Monitors the accreditation standards and approves all scientific corrective action plans, proficiency examination results and policy changes.
 - Develops short- and long-range operating objectives, organizational structure, and staffing requirements.
 - Develops and recommends a budget. Authorizes expenditures in accordance with budget. Approves budget and expenses of subordinates.
 - Ensures optimum performance of forensic services. Recommends and implements techniques to improve productivity, increase efficiencies, cut costs, take advantage of opportunities and maintain state-of-the-art practices and procedures consistent with scientific best practices.
 - Maintains occupational safety for laboratory, crime scene, and evidence staff.
 - Trains, evaluates and supervises subordinates to assure quality of forensic analyses.
 - Assigns and directs casework; schedules subordinates. Monitors quality of work product, including casework. Reviews and approves subordinates' reports to ensure accuracy and completion.
-

- Conducts employee discussion sessions at regular and frequent intervals. Provides prompt and objective coaching and counseling.
- Ensures that the Office's management principles, policies, and programs are consistently practiced.
- Ensures that the duties, responsibilities, and authority of each job are clearly defined, effective, and communicated to incumbents.
- Plans, arranges, and provides forensic training and instruction for subordinates, law enforcement officers, representatives of the criminal justice community and general public.
- Establishes policy and implements standards and procedures for all laboratory personnel. Ensures correct, safe and uniform application of scientific methodology throughout the laboratory.
- Performs statistical and qualitative monitoring of the laboratory caseload and production level. Collects reports and summarizes unit activity data as may be directed.
- Disciplines subordinate personnel for deficient performance. Serves as counselor and tries to assist in problem solving internally.
- Assists in scheduling, planning, organizing and hiring or selection (of affected personnel).
- Completes correspondence, reports, records, memos, and forms.
- Handles moderately complex record keeping.
- Prepares quarterly and annual statistical reports based on records.
- Maintains and retrieves records. Handle confidential matters and matters of a sensitive nature.
- Assists with coordination, preparation and organization of promotional exam process.
- Keeps abreast of current trends and practices in the field of forensic sciences.
- Assumes other special activities and responsibilities from time to time as directed.

Education: This position requires broad knowledge in a general professional or technical field like criminal justice. Knowledge is normally acquired through four years of college resulting in a bachelor's degree or equivalent or a combination of college and experience. The best-suited candidates will possess an advanced degree in a related field.

Experience: Must have five or more years of experience with a criminal justice agency involved in forensic evidence and in addition:

- Must have three or more years of management and administrative experience directing forensic science activities.
-

- Must have a general working knowledge of the forensic laboratory disciplines for a criminal justice agency.

Special Requirements:

- Able to pass qualifying exams (e.g. polygraph, psychological, and medical exams) and extensive background investigation.
- Must have the necessary skill, knowledge and experience to initiate, pursue and accomplish laboratory accreditation.
- At least 21 years of age.
- Must possess and maintain a Colorado driver license during term of employment.
- Knowledge of filing and record keeping techniques.
- Able to deal with confidential materials and records.
- Ability to perform under stress. Applies reason and logic rapidly in a legally correct manner when under physical, emotional, and intellectual stress.
- Have no convictions for felonies or crimes of moral turpitude.
- Able to supervise highly technical personnel. Must be able to maintain effective relationships with subordinates, peers, supervisors, and the public.
- Able to testify as an expert in a court of law regarding the policy, procedures, and functions of a forensic laboratory.
- Able work in extremely sensitive areas and maintain utmost trust.
- Good organizational skills.

Essential Functions:

Language Skills: Ability to read, understand, analyze, interpret and produce complex technical documents, diagrams, correspondence and manuals is required. Ability to communicate effectively with co-workers and the public. Ability to establish and maintain effective working relationships.

Basic Knowledge: Understands basic laboratory procedures and methods. Demonstrates ability to write English clearly, effectively and correctly.

Mental Abilities: The position requires the ability to apply logic and thought processes to problems involving multiple dimensions. In addition, the position requires the ability to effectively reason through risk-mitigation scenarios, develop corrective courses of actions and create plans of action with multiple constraints. Able to comprehend and retain information related to general job assignments made within context of the position held. Able to understand and follow oral and written instructions and maintain confidentiality of information.

Physical Skills: Possesses and maintains the ability to operate standard office machines, and equipment. Possesses the ability to operate a variety of laboratory equipment. Must possess sufficient strength to lift, move, and push large items up to 50 pounds. Must be able to walk, stoop, kneel, reach and move about any given area for lengthy periods of time. Must possess visual and fine/gross motor skills for the use of laboratory equipment, processing requirements and collection techniques.

Public Interaction: Explains relevant information as required by verbal and written methods. Assists public as a resource for information relevant to the job assignment. May be required to explain procedures, laws, complaints, and other information as required by verbal and written methods.

Verbal Skills: Speaks English clearly and converses effectively with persons of divergent ethnic, cultural and educational backgrounds.

Office Policies and Procedures: Demonstrates working knowledge of and compliance with all Office policies, procedures, and directives.

Emotional Abilities: Controls personal emotional responses and acts appropriately under high levels of personal stress. Demonstrates sensitivity to feelings of others; listens with empathy towards others; and displays compassion to those in distress. Controls personal aggressive responses and acts in a manner designed to calm volatile persons.

Social Skills: Establishes and maintains effective relationships with peers, supervisors, and the public. Asserts self when necessary to confront or exert control over others.

Mathematical Skills: Ability to calculate figures and amounts such as interest, proportions, and percentages. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram or scheduled form.

Other Skills and Abilities: This position may require demonstration of computer, mathematical, and/or other specialized skills through pre-employment assessments.

Physical Demands: The employee must possess the ability to frequently stand, sit, walk, operate laboratory equipment, reach with hands and arms, talk, or hear and tolerate a quiet to loud noise level in the workplace.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

Consequence of Error: Work involves a multitude of responsibilities that include, but are not limited to processing lab requests, handling storage and custody of evidence, court

presentations and testimony, computer entry, data storage, handling and storing chemicals and exposure to a laboratory or field environments. The consequence of error may result in the dismissal of criminal cases, loss of personal and crime lab credibility, exposure to civil liability and sanctions being levied against the Sheriff's Office. The severest consequences could potentially result in the damage to public and private property or loss of human life.

Work Environment: Work is performed in a modern laboratory or typical office setting; however, during emergency situation the environment could be one of a more serious nature, such as being exposed to smoke from fires, hazardous materials, bodily fluids, natural disaster scenes and inclement weather.

Note: The successful applicant must be able to perform all the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not intended to be all-inclusive.

Other: In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event that an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.
