

## **Chief Forensic Chemist Task List**

### **Orientation**

1. Directs the orientation, through subordinate supervisors, of employees (Police Officers, Criminalists, Forensic Print Specialists, Photographers, etc.) to work groups including making introductions, explaining job requirements, and explaining personnel policies, procedures, and benefits.

### **Standards Development**

2. Writes, or delegates the writing to subordinate supervisors, the job description of subordinate positions in order to have documentation to inform employees of job expectations.
3. Develops and sets quantitative and qualitative performance standards such as number of crime scene investigations conducted, number, and quality of evidence examinations and reports written, and effectiveness of court testimony in order to have a basis for evaluating unit performance and individual performance.
4. Discusses performance standards of subordinate supervisors with management and subordinate supervisors in order to ensure that employees are aware of management's expectations.

### **Training**

5. Plans, implements, or delegates to subordinate supervisors the creation of training program(s) to explain work methods and procedures for Serology/DNA, Narcotics, Toxicology, Trace Analysis, Firearms, Quality Assurance, Field Investigation, Latent Prints, Photo units, etc., in order to ensure that subordinates are properly trained.
6. Reads and reviews new methods and procedures in criminalistics including how to identify, collect, preserve and examine physical evidence; which analyses to use under various conditions; and how to operate various instruments such as microscopes, gas chromatographs, genetic analyzers and mass spectrometers in order to ensure that employees are using the most efficient and effective analytical methods.

## **Plans and Assigns Work**

7. Evaluates level of difficulty, resources needed, and time frames required when assigning projects and tasks to immediate subordinates.
8. Plans work for one or more unit supervisors and ensures that priority assignments are handled in a manner that satisfies the customer or requester, while insuring that the workload is distributed appropriately over time and among staff.
9. Assigns work to subordinate supervisors based on consideration such as unit workload, department priority, and matching task to unit capabilities.
10. Explains assignments to subordinate supervisors, usually including responsibilities, methods, time frames, and any unusual considerations.
11. Tracks assignments and updates status as activities are completed in order to keep track of work performed by subordinates.

## **Facilitates Subordinate's Work**

12. Reviews and approves submitted purchase requisitions for all supplies, reference materials, and access to information and equipment in order to facilitate the work of subordinates.
13. Provides guidance and/or support to subordinate supervisors regarding work assignments when deadline problems arise, or when external factors (e.g., malfunctioning instruments or lack of evidence) are delaying or impeding work.
14. Recommends alternate methods to subordinate supervisors in evidence collection or laboratory analysis in order to increase efficiency and/or accuracy in performance of the task.

## **Reviews/Monitors Work**

15. Reviews assigned projects or tasks completed by subordinate supervisors in order to ensure quality and/or quantity of work performed by subordinates is consistent with standards.
16. Monitors employee performance, through subordinate supervisors, at crime scenes, in the laboratory, and in the courtroom (e.g., observing, reviewing notes and reports, checking analyses and inspecting the storage and marking of

evidence) in order to ensure the efficacy of training and that policies and procedures have been met.

17. Checks status of projects and cases periodically to ensure timely completion of analyses.

### **Performance Feedback**

18. Discusses completed work with subordinate supervisors including quality and quantity of work, timeliness, and any issues/problems encountered.
19. Gives verbal and/or written feedback in order to affirm or correct job performance.

### **Performance Evaluation**

20. Documents or assigns the documentation to subordinate supervisors of incidents of noteworthy job performance, both exceeding (e.g., well written reports or thorough analyses) and failing to meet standards (e.g., poorly documented or preserved evidence or ineffective court testimony) in order to have information available for performance evaluations or disciplinary procedures.
21. Discusses performance evaluations with subordinates including explaining ratings, asking for comments, and answering questions.

### **Provides Information**

22. Informs subordinates, through meetings or written material, of relevant information from management such as changes in policy or departmental objectives.
23. Interprets city policies and MOUs for subordinate supervisors upon request.
24. Notifies subordinate supervisors of relevant training and development opportunities and explains how to take advantage of them.
25. Informs subordinates of promotional opportunities and where they can obtain additional information which may be helpful.
26. Listens to employee concerns and, when appropriate, follows through to address those concerns or suggests another party who may be able to do so.

27. Writes reports and/or attends meetings in order to inform management or other agencies of activities of units, provide information on current developments in the field of criminalistics or forensic science, and pass on any concerns, suggestions, or ideas from employees.
28. Discusses activities of unit (s) with subordinate supervisors in order to coordinate the work of all units in the relevant division.
29. Discusses activities of the laboratory with other division supervisors or commanding officers in order to coordinate the work of all units in the relevant division.

### **Performs Personnel Policy Functions**

30. Interviews candidates for subordinate positions, which includes asking job-related questions and evaluating responses in order to select the best qualified candidate for the job.
31. Applies equal employment opportunity principles when making any personnel related decisions such as assigning work, hiring employees, and evaluating job performance.
32. Listens to employees grievances, verifies the information received (when appropriate) by talking to other parties involved and/or researching records, and recommends a fair solution based upon the facts.
33. Counsels or directs the counseling of subordinates regarding work-related problems such as rules infractions or attendance problems and, if appropriate, suggests sources of help for personal problems which are affecting job performance.
34. Disciplines or directs the disciplining of subordinates according to departmental disciplinary procedures in order to insure consistent application of the standards.

### **Schedules Work Hours**

35. Schedules subordinate supervisor work hours to insure adequate supervisory coverage in the laboratory.
36. Approves (disapproves) subordinate requests for time off such as sick time and vacation in order to accommodate employee requests while considering staffing requirements.

## **Budget Preparation**

37. Estimates future needs for personnel and equipment by reviewing budget requests from unit heads and analyzing requests to ensure that they are reasonable and conform to the overall department program.
38. Coordinates and prepares the preliminary budget for the division using budget requests data, and justifications supplied by subordinate employees.

## **Investigation**

39. Supervises evidence documentation and collection at a major crime scene investigation by directing employees to receive relevant information from investigative officers, calling any necessary specialists to the scene and coordinating crime scene activities.
40. Monitors and reviews the job performance of employees assigned to Serology/DNA, Narcotics, Toxicology, Trace Analysis, Firearms, Quality Assurance, Field Investigation, Latent Prints, Photo units, etc. to ensure that results are accurate and policies and procedures have been met.

## **Court Testimony**

41. Appears as expert witness in a courtroom setting by presenting evidence, conveying crime scene observations, explaining the methods and results of analyses, and defending positions under cross-examination in order to testify in court.
42. Observes and evaluates courtroom testimony of subordinate employees to ensure that it is clear and limited to established guidelines.

## **Other**

43. Studies scientific literature, and makes management decisions pertaining to the development and implementation of new techniques, procedures, and equipment in the field(s) of criminalistics and/or forensic science.
44. Prepares, conducts and/or coordinates training classes for department staff on technical matters, supervision, leadership, and other management interests.

45. Participates in professional organizations in the field(s) of criminalistics and/or forensic science (including laboratory management) by attending meetings and conferences and writing reports and articles for professional journals.
46. Consults with various technical or management experts and law enforcement officials in private industry and other government agencies in order to receive or provide technical expertise, represent the department, and compare department practices with those of similar organizations.
47. Manages the laboratory safety program, delegates to subordinates the handling, storage, and disposal of hazardous chemicals and the conduct of the Divisional Hazard Communication and Chemical Hygiene Plans.
48. Monitors unit statistical data to evaluate unit and individual efficiency and to project future budgetary needs.
49. Writes letters, fact sheets and other correspondence that provides technical guidance to, or represents, the department.
50. Reads, reviews, and edits staff writing assignments including letters, fact sheets, and reports to insure they are grammatically correct, accurate in facts, and convey appropriate information based on Department standards for written communications.
51. Plans, implements, and monitors a robust quality assurance program that is compliant with external accrediting organizations and standards.
52. Directs the implementation and maintenance of a laboratory information management system, sufficient to meet the needs of the division and department.
53. Provides guidance to sworn personnel and prosecutors regarding collection, preservation, and analysis of physical evidence.