

Summary of Duties: Under the direction of the Commanding Officer, Scientific Investigation Division, directs the activities of the Police criminalistics laboratory; personally performs and supervises personnel engaged in criminal laboratory investigation work including the chemical and physical analyses of evidence; gives expert testimony in court; and does related work.

Distinguishing Features: The Chief Forensic Chemist is responsible for the proper administration of the criminalistics laboratory of the Police Department and the technical supervision of personnel assigned to the laboratory. An employee in this class may personally collect and preserve physical evidence and examine evidence by means of physical and chemical analyses in major crime cases. Assignments are received in terms of desired objectives with the methods and procedure left to the Chief Forensic Chemist's discretion. An employee in this class is responsible for knowing the potentialities and limitations of laboratory analysis and identification of evidence and the laws governing the acceptability and admissibility of evidence in court. A Chief Forensic Chemist is subject to call at any hour and may work in the field under unpleasant and hazardous conditions; and personally performs the most difficult and complex criminalistic or administrative assignments in the crime lab than those which may be assigned to other criminalists; these assignments may have fewer guidelines or precedents on which to base the work.

A Chief Forensic Chemist interacts with Detectives, Police Officers, and other department staff; establishes working relationships with vendors of scientific instruments and equipment to ensure appropriate specifications are developed; may prompt state-of-the-art science to require development of new technology.

An employee in this class serves as basically a full-time supervisor with minimal direct supervision and may direct several discrete functions, typically budget, personnel and statistics; coordinates in-house training programs for probationary and trained employees; prepares rating and evaluates subordinates performance; seek outside training; reviews and approves requests for training; and is fully responsible for the work of their subordinates. Membership and participation in professional organizations in support of the advancement of forensic science services in the field of criminalistics is required.

Examples of Duties: Plans, directs and coordinates the work of criminalists and other employees engaged in obtaining, analyzing and preserving physical evidence resulting from a crime

Supervises or Makes chemical and physical analyses and microscopic examinations in the identification and comparison of evidence; attempts to analyze, identify, and compare evidence so as to connect that evidence with the perpetrator of the crime; directs makes field

investigations at scenes of crimes and other pertinent locations and searches for, collects, and preserves evidence subject to laboratory analysis and comparison; handles, stores and disposes of explosives and dangerous chemicals; reconstructs situations and physical evidence of a crime in the demonstration and proof of the connection of persons, instruments, or materials with the crime; prepares findings for court presentations; testifies concerning scientific facts as established in the analysis of evidence;

Consults with fingerprint and handwriting experts, photographers, sound technicians, police officers, attorney, private experts, and others on plans for the solution of problems involving analysis, investigation and comparison of physical evidence; provides technical expertise to law enforcement officials on proper criminalistic laboratory analysis methods; studies and conducts research on the development of new techniques, procedures and equipment in the field of criminalistics;

Directs the work of professional, technical and clerical personnel engaged in criminalistics work; plans and expedites the work of a criminalistics laboratory; reviews and analyzes budget requests from unit heads and subordinates for conformance with the overall department program; analyzes work programs and cost estimates in connection with the department budget; assembles and prepares the preliminary division budget from requests and data supplied by subordinates and unit supervisors; makes recommendations for improving department methods, procedures, and policies; initiates, organizes, coordinates, reviews, and evaluates surveys, studies, and investigations; makes recommendations for the solution of problems pertaining to personnel, equipment, supplies, and physical facilities; directs the preparation of narrative and statistical reports and correspondence.

Recommends and directs the installation of new and improve procedures, operating practices, and reporting systems, including computer-based systems; develops measures of effectiveness in connection with the budgeting system; initiates, coordinates, and evaluates work measure studies; supervises the preparation of organization and work flow charts; investigates and compares department practices with practices of similar organizations in private industry and other government jurisdictions; collaborates in reviewing, revising, and establishing policies and procedures relating to criminalistic methods and control; recommends and reviews the establishment, implementation, to and control of criminalistic procedural manuals; explains and interprets department policies, practices, and procedures in answer to written or oral inquiry; gathers and compiles information and keeps management informed of significant current developments in the field of criminalistics; may perform liaison duties with other government jurisdictions and may attend meetings, hearings, or conferences and present information and make reports or findings to the Commanding Officer on actions taken; represents management at meetings with other City departments or bureaus and before the City Council and its

Committees; explains and interprets department policies, practices, and procedures; provides liaison with the government agencies; and may act as the management representative and participate in the meet and confer process.

Qualifications: A thorough knowledge of chemistry and physics as applied to the investigation of evidence; a good knowledge of biology, biochemistry, physiology, bacteriology, toxicology, materia medica, mineralogy spectroscopy, and microscopy as applied to the analysis, comparison, and identification of physical evidence; a good knowledge of instrumentation analysis; a good knowledge of explosives, dangerous chemicals and explosive devices including their storage and destruction; a good knowledge of the laws of evidence; a good knowledge of safety as it pertains to dangerous chemicals, explosives and laboratory procedures; a good knowledge of the laws and regulations related to equal employment opportunities and affirmative action; a general knowledge of police investigative practices and procedures; a general knowledge of Civil Service Rules; a general knowledge of Memoranda of Understanding as they relate to subordinate personnel; the ability to plan, coordinate, direct and review the activities of a criminalistics laboratory staff in the investigation and analysis of data and reporting of results; the ability to communicate orally on a one to one basis, before groups, and in court for the purpose of providing information or explaining investigation findings, procedures, policies, or methods of performing criminalistics laboratory work; the ability to skillfully operate various types of cameras, microscopes, and laboratory equipment the ability to communicate in writing clearly and concisely; the ability to deal tactfully and effectively with department personnel, other law enforcement agencies and the general public; and the ability to analyze situations and adopt effective courses of action.

Graduation from a recognized four-year college or university with a major in criminalistics, biological science, or chemistry which includes successful completion of eight semester units or 12 quarter units in general chemistry and three semester units or four quarter units in quantitative chemistry analysis is required. An advance degree (M.S. or above) is desired, but is not required.

Five years of full-time paid experience as a Criminalist or in a class at least at that level which provides experience in chemical or physical analytical laboratory work in a law enforcement agency is required.

Physical Requirement: Strength to perform average lifting of up to 15 pounds and occasionally over 25 pounds; arm, hand and finger dexterity with both hands involved in activities such as reaching, handling and feeling; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position,

and the appointing authority's ability to effect reasonable accommodations to the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.