

SUPERVISING CRIMINALIST 2018

TASKS LIST

A. Orientation

1. Orients new employees (Criminalists, Police Officers, lab technician , etc.) to work groups including making introductions, explaining job requirements and expectations, and explaining personnel policies, procedures, and benefits.
2. Writes job description of subordinate positions in order to have documentation to inform employees of job expectations.
3. Discusses performance standards with subordinates in order to ensure that employees are aware of the supervisor's, Division's and Department's expectations.

B. Training

4. Writes, reviews, and updates procedure manuals for units on issues such as training specifications, procedures, methodologies, and evidence handling, in order to provide employees with a detailed list of job performance objectives.
5. Coordinates or demonstrates test methods and work instructions including how to identify, collect, and preserve evidence; which analyses to use under various conditions; how to operate various instruments such as microscope, gas chromatograph, and mass spectrometers in order to ensure that subordinates are properly trained.
6. Plans work for one or more units while insuring that priority assignments are handled first in order to ensure that workload is distributed appropriately over time and among staff.
7. Assigns work to subordinates based on consideration such as employee workload and matching task to employee's capabilities.
8. Explains assignments and determines competency of subordinates usually including responsibility, method, time frame, and any unusual considerations.

C. Facilitates Work

9. Reports and responds to supervisors and subordinates regarding work assignments including when deadline problems arise, when analyses are inconclusive or difficult to interpret, or when external factors (such as malfunctioning instruments or lack of evidence) are impeding work in order to provide further direction.
10. Discusses and recommends alternative methods or strategies to subordinates for evidence collection or laboratory analysis in order to increase efficiency or accuracy in performance of the task.

D. Reviews/Monitors Work

11. Reviews work performed by subordinates by reading reports and directing subordinates to do activities such as quality control analyses and inspect the storage and marking of evidence in order to ensure quality and/or quantity of work is consistent with laboratory and accreditation standards.
12. Prepares samples (such as mock evidence samples: bullets, body fluids, hair,) and/or administers quality testing (competency and proficiency test) to provide subordinates with individual accuracy/ability to properly identify or analyze sample components
13. Ensures validation of test methods and instrumentation to provide subordinates with individual accuracy/ability to properly identify or analyze sample components.
14. Observes subordinates performance at the crime scene, in the laboratory, and in the courtroom in order to ensure that policies and standards are upheld and to determine training needs.
15. Monitors subordinates' job progress periodically to check on status of projects in order to ensure timely completion of tasks.

E. Performance Feedback/Evaluation

16. Discusses completed work with subordinates including quality and quantity of work, timeliness, and any challenges encountered.
17. Gives verbal and/or written praise or constructive criticism in order to recognize job performance.
18. Documents incidents of noteworthy job performance, both good (e.g., well written reports or thorough analyses) and bad (e.g., poorly documented or preserved evidence or ineffective court testimony) in order to have information available for performance evaluations or disciplinary procedures.
19. Prepares and presents performance evaluations.

F. Provides Information

20. Informs subordinates, through meetings or written material, of relevant information from management such as changes in policy or departmental objectives.
21. Interprets city policies and MOUs for subordinates upon request.
22. Notifies subordinates of relevant training and development opportunities and explains how to take advantage of them.

23. Informs subordinates of promotional opportunities and where they can obtain additional information which may be helpful.
24. Writes reports and/or attends meetings in order to inform management of activities of units, provide information on current developments in the field of criminalistics, and pass on any concerns, suggestions, or ideas from employees.
25. Discusses activities of unit(s) with other supervisors in order to coordinate the work of all units in the Laboratory.
26. Reviews and/or performs audits, at the request of management, of evidence packages, vehicles, telephone courtesy, Deployment Planning System (DPS), productivity, instrument usage, etc., so that management can adequately monitor the use of department resources.
27. Prepares periodic statistical reports to management on unit activities (such as volume of analyses, court appearances, field calls, and productivity) in order to keep management informed of unit effectiveness.

G. Personnel

28. Interviews candidates for subordinate positions, which includes asking job-related questions and evaluating responses, in order to rank and/or recommend individuals for hiring or promotion.
29. Applies Equal Employment Opportunity principles when making any personnel related decisions such as assigning work, hiring employees, and evaluating job performance.
30. Addresses employees' grievances and responds in accordance with MOU provisions.
31. Coaches and/or counsels subordinates regarding work related challenges and, suggests appropriate resources to help resolve issues.
32. Understands and follows Departmental disciplinary procedures.
33. Reviews subordinates' overtime and requests for time off in order to meet staffing needs.

H. Budget

34. Approves, estimates, and orders when necessary, all supplies and equipment required to complete assignments.
35. Prepares budget requests, using data, and written justifications for equipment, material, and/or personnel.

I. Investigation

36. Supervises crime scene investigations including receiving relevant information from investigating officers, calling any necessary specialists to the scene, coordinating crime scene activities, searching for and recording location and condition of evidence, examining and collecting evidence, and documenting and storing evidence.
37. Supervises serology analysis on suspected body fluid evidence including conducting tests to determine the presence of fluid and species of origin (e. g., presumptive chemical tests or microscopic examination), DNA typing techniques and automated data base system.
38. Supervises narcotics analysis on suspected controlled substances including visually inspecting the packaging and characteristics of the material, determining weight or volume and suspected drug, and conducting appropriate test(s) to identify controlled substance.
39. Supervises toxicology analysis on blood, breath, and urine samples to determine absence or possible presence of drugs and/or alcohol, by conducting various instrumental tests and; adjusting or making minor repairs to breath alcohol or other laboratory instruments.
40. Supervises trace analysis of various types of physical evidence by visual inspection and macroscopic and microscopic examinations in order to identify and/or compare samples to form an opinion.
41. Supervises firearms analysis including rendering firearms safe; identifying, describing, and comparing weapons, bullets, and casings; determining bullet trajectories; collecting and indexing reference materials and utilizing a cartridge case and bullet automated data base system.
42. Interprets forensic science principles or related analysis of evidence.
43. Appears in court as an expert witness to convey crime scene observations, and explain analytical results.
44. Evaluates current scientific literature, conducts laboratory research, and makes recommendations pertaining to the development and implementation of new techniques, procedures, and equipment in the field of Criminalistics.
45. Prepares and conducts training classes for police officers, judges, and attorneys on technical information and/or processes involving the collection, preservation, and analysis of physical evidence.
46. Participates in professional organizations in the field of Criminalistics by attending meetings and conferences.

47. Ensures that hazardous chemicals are handled, stored, and disposed of in order to comply with the Department's Hazard Communication and Chemical Hygiene Plans.
48. Promotes the Department and the field of Criminalistics by making oral presentations to the public at job fairs, career days, and City sponsored public relations events in order to develop interest and support for the Department.
49. Reviews and presents, orally or in writing, comments on pending and/or proposed legislative issues in the field of Criminalistics (such as gun control, alcohol, employee drug screening, DNA).