



City of Phoenix

FORENSIC SCIENCE SECTION SUPERVISOR

JOB CODE 62950

Effective Date: 07/05

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to supervise and manage the activities of the Police Department's Laboratory Services Bureau and perform highly specialized forensic science evaluations. The incumbent assigned to quality assurance is responsible for managing the quality program and all related activities of the Laboratory Services Bureau in order to ensure that all American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) standards and guidelines are met and that the lab satisfactorily completes proficiency testing and related quality certifications. The Forensic Science Section Supervisor is the fifth classification in the Forensic Science class series. Incumbents plan, schedule, supervise, and evaluate work and activities of Laboratory Services Bureau Sections; assign cases and perform scientific analyses; prepare technical and management reports; provide expert testimony in court; provide technical advice and guidance to Section personnel and to members of the criminal justice system; approve scientific methodology and purchase of sophisticated scientific instrumentation; act as a liaison between assigned Section and other bureaus and agencies; and perform related work as requested. Work requires expertise in at least one of the following forensic specialty areas: 1) controlled substances, 2) toxicology, 3) forensic biology, 4) firearms and tool marks, 5) trace/comparative analysis, 6) arson analysis, 7) questioned documents, 8) latent comparative, 9) evidence processing, and 10) quality assurance. The areas of specialty assignments vary with the immediate needs of the forensic science laboratory. The incumbent must be qualified to appear in court as an expert witness. Supervision is exercised over Forensic Scientists. This classification is distinguished from the Forensic Scientist IV by the full administrative and supervisory responsibility for an entire section, the higher reporting relationship, and more complex management responsibilities. Supervision is received from the Crime Laboratory Administrator, Assistant Crime Laboratory Administrator, or other supervisor and work is reviewed through reports and results achieved.

ESSENTIAL FUNCTIONS:

- Maintains current knowledge of techniques and procedures in the field of forensic science.
- Prepares findings for court presentation, testifies concerning facts, and interprets complex scientific-legal questions.



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- Consults and coordinates with experts, police officers, attorneys, private experts, and others on plans for the solutions of problems involving analysis, identification, and comparison of physical evidence.
- Researches and prepares responses to defense expert challenges to Laboratory Services Bureau procedures.
- Prepares exhibits for courtroom use.
- Develops and implements professional training and seminars, in-service training, and the professional development of the laboratory staff.
- Conducts research in the development of new techniques, methods, and equipment.
- Serves as consultant to forensic scientists when making the more difficult decisions relating to choice and applications of chemical and physical analysis, and when developing quality findings and conclusions regarding analysis of the more complex cases.
- Monitors and evaluates court testimony of forensic scientists.
- Participates in budget process ensuring staff are provided the training and tools necessary to perform quality forensic analysis.
- Oversees and ensures uniform technical training.
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Section Supervisor:

- Manages and supervises technicians, forensic scientists, and supervisors engaged in performing laboratory tests and analyses of physical evidence.
- Administers a section and section budgets, and grants.
- Supervises a section of technical staff assigned to the Crime Lab.
- Performs work as the highest technical level expert in a discipline.
- Responsible for quality assurance and proficiency testing in conjunction with the Laboratory Services Bureau quality manager.
- Monitors case submissions and turnaround time ensuring cases are processed in an accurate, complete, and timely manner.
- Oversees analysis of physical evidence by chemical, physical, and instrumental techniques.

Quality Manager:



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- Monitors all the individuals and Sections in the Lab to make certain they are meeting ASCLD/LAB standards and protocols.
- Maintains records of required proficiency tests and reviews all test results to ensure all testing requirements are met.
- Maintains and updates the Lab quality manual.
- Evaluates instrument calibration and maintenance records.
- Investigates technical problems, proposes remedial actions, and verifies their implementation.
- Plans for and oversees outside audits of all Lab activities.
- Develops audit follow-up action plans and oversees and reports follow-up.
- Recommends training to improve the quality of laboratory staff.
- Researches and proposes improvements in the quality systems of the Lab.
- Maintains laboratory training records.
- Takes responsibility for Lab access and special accesses.
- Testifies in court on Lab quality control procedures and systems.
- Works with Lab management to improve the quality of Lab policies and procedures.
- Completes special projects to improve the quality of Lab systems and processes.
- Prepares administrative reports and recommendations on laboratory operations and developments.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles, methods, materials, equipment, and techniques of forensic science.
- Chemistry, physics, biochemistry, physiology, zoology, botany, and photography as related to forensic science.
- American Society of Crime Laboratory Directors laboratory standards.
- Recent developments, current literature, and sources of information in the field of forensic science.
- Chemical and laboratory safety.
- Laws pertaining to the collection, preservation, analysis, and presentation of physical evidence.
- Police Department operations and procedures.
- Principles and practices of supervision, personnel administration, and budget management.
- Laboratory, ASCLD/LAB, bureau and department policies and procedures.
- Police laboratory quality programs, accreditation programs, methods and procedures.

Ability to:



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- Communicate in English by phone or in person in a one-to-one or group setting.
- Observe, compare, or monitor objects, data, and people's behavior to determine compliance with prescribed operating and safety standards.
- Perceive the full range of the color spectrum.
- Remain in a sitting position for extended periods of time.
- Plan, organize, make efficient use of time, and manage multiple tasks.
- Comprehend and make inferences from material written in the English language.
- Produce written documents in English with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Operate a wide variety of forensics lab equipment.
- Work cooperatively and effectively with other people at all levels of the organization, law enforcement, the public, and other City employees.
- Remain calm under stress.
- Travel across rough, uneven, or rocky surfaces.
- Move objects weighing less than 20 pounds short and long distances.
- Manage a comprehensive quality program for a large lab that meets all ASCLD/LAB standards.
- Perform a broad range of supervisory responsibilities over others.
- Perform a broad range of lab quality program and accreditation responsibilities.
- Define problems, establish facts, and draw valid scientific conclusions.
- Instruct others in a classroom setting.
- Perform physical inventories.
- Measure distance using a measuring device.
- Learn job-related material through oral instruction, observation, structured lecture and reading in the English language.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Appointments to positions in the Police Department are subject to appropriate polygraph and background standards.
- Professional certification may be required dependent upon the forensic discipline.
- Some positions require the use of personal or City vehicles on City business. Individual must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:



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Six years of progressively responsible experience in a forensic science laboratory, performing laboratory analyses, including two years at a supervisory, acting supervisory, or lead level, and a bachelor's degree in a natural science, criminalistics, or a closely related field. Other combinations of experience and education that meet the minimum qualifications may be substituted.