



## Las Vegas Metropolitan Police Department Forensic Laboratory Manager - Toxicology (Appointed)

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|----------------------|------------------------------------------------------------------------------------------------------|------------------------|-------------------------------------------|
| <b>SALARY</b>        | \$51.94 - \$73.92 Hourly<br>\$9,002.93 - \$12,812.80 Monthly<br>\$108,035.20 - \$153,753.60 Annually | <b>LOCATION</b>        | Las Vegas, NV                             |
| <b>JOB TYPE</b>      | Full-time                                                                                            | <b>JOB NUMBER</b>      | C26-025                                   |
| <b>DIVISION</b>      | Investigative Services Division                                                                      | <b>BUREAU</b>          | Criminalistics Bureau/Forensic Laboratory |
| <b>OPENING DATE</b>  | 12/04/2025                                                                                           | <b>CLOSING DATE</b>    | Continuous                                |
| <b>FLSA</b>          | Exempt                                                                                               | <b>BARGAINING UNIT</b> | Appointed                                 |
| <b>POSITION TYPE</b> | Open Competitive                                                                                     | <b>RANKED VS. POOL</b> | Pool                                      |

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The LVMPD is an EEO employer and maintains a drug-free workplace.

### Position Description

#### Definition

An incumbent in this class coordinates, plans, develops, supervises, and leads the operation of the Forensic Laboratory Toxicology Detail. Incumbents perform complex and extensive management/analytical work, formulate recommendations with important policy and operational implications, and audit/oversee significant programs. The incumbent will receive direct supervision from the Director of Laboratory Services and supervise/manage subordinate staff.

#### Distinguishing Characteristics

This position serves at the pleasure of the Sheriff and is not subject to the competitive requirements of the Civil Service Rules of the Las Vegas Metropolitan Police Department.

[Click here to view a complete copy of the job description, including environmental and physical conditions.](#)

### Minimum Qualifications/Position-Specific Conditions

#### Best Candidates Will Have

- Five years of full-time forensic scientist professional work experience.
- Supervisory experience in a forensic laboratory and testifying to forensic science matters in a court of law as an expert witness.
- A Bachelor's degree from an accredited college or university in a chemical, physical or biological science or a forensic science related field and successful completion of 24 college level credits in chemistry (Required). A

Master's degree in one of the aforementioned areas is desirable.

- Experience interpreting, applying, and implementing rules, regulations, laws, policies, and procedures.
- The ability to work under pressure, remain calm, and meet deadlines while paying attention to details.
- The ability to work independently and as part of a team.
- The ability to write and oversee grants.
- The ability to maintain cooperative relationships and manage conflict with peers, subordinates, superiors, members of other law enforcement agencies and the general public.
- The ability to convey scientific/technical information in an understandable manner.
- The ability to give clear and concise written and oral instructions.
- The ability to communicate effectively, including public speaking.
- The ability to write, maintain, review, and update technical and management manuals.
- The ability to identify technical problems, propose remedial actions, and verify their implementation.
- Knowledge of Quality Management as it applies to Forensic Science.
- Knowledge of Proficiency Testing Programs as it applies to Forensic Science.
- Knowledge of ISO 17025 requirements.
- Possession of, or ability to obtain, a valid Nevada driver's license.

### **Conditions of Employment**

In addition to the General Conditions of Employment found [here](#), the following specific conditions of employment apply to this position:

1. Be a citizen/naturalized citizen or permanent resident alien without conditions on status of the United States of America by the closing date of the announcement.
2. Be at least 18 years old by the opening date of the announcement.
3. Participate in the LVMPD Mental Wellness Program.
4. *Personal Appearance:* While on duty, and/or representing the Department, uniformed or otherwise, all Department employees will be neat and clean in their appearance in public. Employees are prohibited from attaching, affixing, or displaying objects, articles or jewelry on or through the nose, tongue, eyebrow or other exposed body part, except the ears for females, while on duty. Employees are prohibited from stretching or "gauging" their earlobes. All jewelry implants will not be exposed or visible while on duty. Tattoos or branding will not be exposed or visible while on duty and/or representing the Department. Such markings must be covered by clothing. Markings that cannot be covered by clothing will be covered using neutral-toned bandages or patches except for hands, neck, head, or face tattoos. Makeup is not permissible to cover a tattoo. Tattoos or branding anywhere on the body that promote racism/discrimination, indecency, extremist or supremacist philosophies, lawlessness, violence, or contain sexually explicit material are prohibited.
5. Are required to submit a DNA sample for entry into the LVMPD DNA Staff Elimination Index System.
6. Will be subjected to random drug testing as part of the LVMPD Department Drug Testing Program.
7. Are required to maintain a Nevada driver license for commuting between the regular workplace and offsite work locations such as the courts.

### **Environmental Conditions:**

1. Laboratory and office environment; use of latex gloves, respirators, and/or air masks.
2. Exposure to potentially hazardous chemicals, human body fluids, bloodborne pathogens, biological hazards such as viruses and germs, and other hazardous evidence items.
3. Exposure to computer screens.
4. Road and traffic conditions while driving a vehicle when conducting Department business.

### **Physical Conditions:**

1. Vision sufficient to read fine print on computers, distinguish fine details when looking through scientific instruments to examine evidence items, as well as distinguish color, contrast, patterns, and dimensions.
2. Speech sufficient to render expert courtroom testimony and scientific instructions.
3. Hearing sufficient to hear instructions, training content, and conversations.
4. Agility and mobility sufficient to stand, walk, stoop, bend, reach, rotate and extend neck, and balance self while using laboratory and/or standard office equipment, as well as lift, push, and pull files, documents, laboratory equipment, and/or standard office equipment.

5. Dexterity sufficient to manipulate instruments and small items accurately over an extended period of time, as well as write labels on test tubes and small testing vessels.
6. Strength and mobility sufficient to lift items up to 50 lbs with or without aid of equipment.
7. Endurance sufficient to sit or stand for long periods of time, as necessary.

## Selection Process

### Application Filing

Applications, transcripts, and letter of interests **must** be submitted online.

- LEGIBLE copy of transcript(s) must be attached to demonstrate proof of education and include candidate's name, name of the college or university, name of the degree earned, date the degree was awarded, and number of credits earned. Please upload your transcript(s) to your application when prompted. Failure to attach a qualifying transcript will result in automatic disqualification.
- A letter of interest must be attached specifying your interest and qualifying experience. The letter of interest must not exceed one (1) page maximum. Please upload your letter of interest to your application when prompted. Failure to attach a letter of interest will result in automatic disqualification.

Decisions on an applicant's suitability for this position may be made solely on the information contained in the application, transcript(s), and letter of interest and therefore, should be filled out in its entirety.

### Selection Process\*

As qualified candidates apply, top candidates will be contacted to schedule in-person interviews.

\*The LVMPD reserves the right to modify the selection processes in accordance with accepted legal, ethical, and professional standards.

### Additional Selection Processes

If you successfully complete the above selection process, you will undergo a thorough background investigation, including a polygraph exam. A polygraph examination can be stressful and may affect existing medical or psychological conditions or ongoing treatment. Candidates are encouraged to consult with their personal physicians to discuss whether the polygraph will affect a condition or treatment and then follow the guidance of their medical professional.

The background investigation takes approximately 90 to 120 days to complete. You must also meet the LVMPD Hiring Standards. LVMPD employees participate in the Department's random drug screening process. For more information on the background process, click <https://youtu.be/LpAUwRbT9o> for a quick video or <https://www.protectthecity.com/applicants/employment-standards/background-investigation> for specific information.

## Additional Information

### Inquiries

Questions regarding the application process may be directed to:

- Adam C. Markwell, Manager, [a13282m@lvmpd.com](mailto:a13282m@lvmpd.com), (702) 828-5519
- Anne Belize Dayan, Human Resources Technician, [a18830d@lvmpd.com](mailto:a18830d@lvmpd.com), (702) 828-4096

Questions regarding the position may be directed to:

- Cassandra Robertson, Forensic Laboratory Director, [c14653r@lvmpd.com](mailto:c14653r@lvmpd.com), (702) 828-3932

*If you require assistance or special accommodations during any part of the application process, contact Manager Adam C. Markwell at [a13282m@lvmpd.com](mailto:a13282m@lvmpd.com) or (702) 828-5519.*

**Vision:** The vision of LVMPD is for the Las Vegas community to be the safest community in America. This vision is realized by injecting humanity into every interaction and building trust with the citizens we serve.

**Mission:** The mission of the LVMPD is to provide exceptional police services in partnership with the community. Prioritizing the mental and physical well-being of employees enables our department to perform at exceptional levels and build meaningful relationships with community members.

**Values:** The acronym "I CARE" is the guiding principle for each and every LVMPD member. This acronym represents the values of the Las Vegas Metropolitan Police Department: Integrity, Courage, Accountability, Respect, and Excellence. The values are supported by behaviors, demonstrated by the actions of members, as they live these values. All members are expected to represent the values of the LVMPD while in the workplace and off-duty.

**EEO:** The LVMPD is an equal opportunity employer. All appointments to the competitive service shall be made without regard to race, color, religion, sex, age, disability, sexual orientation, national origin, genetic information, military service, or political affiliation and shall be based on merit and fitness only.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.lvmpd.com>

[humanresources@lvmpd.com](mailto:humanresources@lvmpd.com)

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**Employer**

Las Vegas Metropolitan Police Department

**Address**

400 S. Martin Luther King Blvd, Bldg B

Las Vegas, Nevada, 89106

**Phone**

(702) 828-3966

**Website**

<http://www.lvmpd.com>

## Forensic Laboratory Manager - Toxicology (Appointed) Supplemental Questionnaire

### \*QUESTION 1

**AGE (CIVILIAN):** Are you at least 18 years old?

- ☐ Yes
- ☐ No

### \*QUESTION 2

**CITIZENSHIP (CIVILIAN):** Are you a US citizen, or will you be a US citizen through naturalization or permanent resident alien of the United States without conditions on status?

- ☐ Yes
- ☐ No

### \*QUESTION 3

**LETTER OF INTEREST:** Candidates must attach a letter of interest, specifying their interest and qualifying experience, to have a complete application. The letter of interest must not exceed one (1) page maximum. Failure to attach a letter of interest will result in automatic disqualification. Did you attach a letter of interest to your application?

- ☐ Yes, I have attached my letter of interest not exceeding one page.
- ☐ No

**\*QUESTION 4**

**EDUCATION:** Do you possess a Bachelor's or advanced degree from an accredited college or university in a chemical, physical or biological science or a forensic science related field?

- ☐ Yes
- ☐ No

**\*QUESTION 5**

**EDUCATION:** Candidates must attach a LEGIBLE copy of their transcript(s), demonstrating proof of education, to have a complete application. Failure to attach a qualifying transcript will result in automatic disqualification. Did you attach a copy of your transcript(s) to your application?

- ☐ Yes, I have attached a legible copy of my transcript(s).
- ☐ No

**\*QUESTION 6**

**EDUCATION:** Does your attached LEGIBLE copy of transcript(s) include your name, name of the college or university, name of the degree earned, date the degree was awarded, and number of credits earned? Failure to attach a qualifying transcript will result in automatic disqualification.

- ☐ Yes, my attached transcript(s) include all necessary information.
- ☐ No

**\*QUESTION 7**

**EXPERIENCE:** Briefly explain your supervisory experience in a forensic laboratory, including employer name and dates of employment. If you do not have such experience, enter N/A.

**\*QUESTION 8**

**BACKGROUND:** Have you ever been convicted of a felony?

- ☐ Yes
- ☐ No

**\*QUESTION 9**

**BACKGROUND:** Have you ever been convicted of any crime involving domestic violence?

- ☐ Yes
- ☐ No

**\*QUESTION 10**

**BACKGROUND:** Have you ever been convicted of 2 or more Driving Under the Influence (DUI) charges?

- ☐ Yes
- ☐ No

**\*QUESTION 11**

**BACKGROUND:** Have you ever had a warrant issued for your arrest? (Check the most recent.)

- ☐ Currently

- ☐ Not currently, but within the last 5 years
- ☐ Not currently, but more than 5 years ago
- ☐ Never

**\*QUESTION 12**

**BACKGROUND:** I acknowledge that LVMPD does not allow the use of THC/marijuana products, and any use of those products after the date of this application could be a disqualifier for employment.

- ☐ Yes
- ☐ No

**\*QUESTION 13**

**BACKGROUND:** When was the last time you used any of the following substances: Cocaine, Ecstasy (aka MDMA, mollys), Opiates without a prescription (heroin, opium, morphine, etc.), Meth, Inhalants (glue, paint, gasoline, nitrous oxide/whippets, etc.), Bath salts, Non prescription steroids, and/or Spice?

- ☐ Never
- ☐ Within the last year
- ☐ Between 1 and 2 years ago
- ☐ Between 2 and 3 years ago
- ☐ Between 3 and 5 years ago
- ☐ Greater than 5 years ago

**\*QUESTION 14**

**BACKGROUND:** Are you currently behind on child support?

- ☐ Yes
- ☐ No
- ☐ I am not legally obligated to pay child support.

**\*QUESTION 15**

**BACKGROUND:** How many at-fault accidents or moving violations have you been cited for in the past 3 years?

- ☐ 0 - 1
- ☐ 2 - 3
- ☐ 4 - 5
- ☐ 6 or more

**\*QUESTION 16**

**PERSONAL APPEARANCE:** If you possess gauged earlobes or any body piercings (excluding earlobe earrings) anywhere that cannot be covered by a uniform or work attire, do you agree to have them removed and/or corrected prior to your background interview?

- ☐ Yes
- ☐ No
- ☐ I do not have gauges or body piercings.

**\*QUESTION 17**

PERSONAL APPEARANCE: Do you currently possess tattoos or brandings on any of the following places: head, upper neck, hand, fingers (other than in place of a single ¼' ring), or anywhere else that cannot be covered by a uniform or work attire? (If yes, you are currently ineligible for employment with the LVMPD. If you choose to have them removed, it typically takes 12-18 months for proper removal.)

- ☐ Yes
- ☐ No

**\*QUESTION 18**

DEPARTMENT STATUS: Are you a current LVMPD employee, either full-time or part-time?

- ☐ Yes
- ☐ No

**\*QUESTION 19**

DEPARTMENT STATUS: (If not a current employee, please answer "N/A") If you are a current LVMPD employee, are you aware you will be subject to a full background investigation? This investigation may include a polygraph and psychological evaluation. In the event it is determined that you are or have been untruthful (in this background investigation or any previous background investigation) or have otherwise been found to have engaged in other misconduct, you may be subject to discipline up to termination (If not a current employee, please answer "N/A")?

- ☐ Yes
- ☐ No
- ☐ N/A

**\*QUESTION 20**

CONDITIONS (OPEN COMPETITIVE): I hereby acknowledge the condition(s) of employment for this position as stated in this job posting, as well as the Frequently Asked Questions (FAQs) and General Conditions of Employment available on this site, and if selected, I will accept the position offer subject to these condition(s). I also understand I will be disqualified from the selection process for violating any of these conditions.

- ☐ Yes
- ☐ No

**\*QUESTION 21**

Cheating includes, but is not limited to, receiving or providing answers or test questions to another candidate/employee, sharing confidential information regarding a testing process or elements of a test, and/or falsifying or omitting information on an application or any element used for evaluation for employment/promotion. Do you understand that if you are discovered cheating during this process, you will be disqualified from this and any other employment opportunities with the LVMPD, and that if you are a current employee of the LVMPD, you will be terminated?

- ☐ Yes, I understand
- ☐ No, I do not understand

**\*QUESTION 22**

ATTESTATION: I attest that the information contained in these Supplemental Questions is true and accurate to the best of my knowledge. I understand that any inaccurate information will be grounds for immediate disqualification from the selection process.

- ☐ Yes

☐ No

**\*QUESTION 23**

**RECRUITING:** (This question is for statistical purposes only.) How did you FIRST learn of this employment opportunity?

- ☐ Advertisement
- ☐ LVMPD Recruiting Team
- ☐ [www.lvmpd.com](http://www.lvmpd.com)
- ☐ [www.protectthecity.com](http://www.protectthecity.com)
- ☐ Department Employee
- ☐ Friend or Relative
- ☐ Job Fair
- ☐ Other Website

**\*QUESTION 24**

**RECRUITING:** (This question is for statistical purposes only.) If you selected "Other Website" in response to how you learned about this job opportunity, please specify. (If you did not select "other," please indicate "N/A.")

\* Required Question