



## CRIME LABORATORY JOB FAMILY

### CAREER PATH

#### **Forensic Laboratory Manager**

This supervisory position is accountable for overseeing and coordinating complex and technical work in the analysis and handling of forensic evidence. An employee may supervise the work and staff of one or more of the following specialties: Combined DNA Index System (CODIS), DNA Casework, DNA Screening, Drug Chemistry, Firearms/Toolmark, Latent Prints, Toxicology, or Trace Evidence. An employee must maintain proficiency-tested expertise in their assigned discipline, as applicable. Supervisory responsibility may extend to the entire assigned laboratory facility. Direction is received from the management staff that makes special assignments and reviews the work through the evaluation of reports and meetings. An employee assigned to satellite laboratories may also be responsible for the daily operations of the satellite laboratory. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. Supervision at this level also requires the employee to have the knowledge and skills to perform and review the work overseen.

#### **Knowledge, Skills, and Abilities**

In addition to those identified in the previous levels within this career path:

Thorough and comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of all assigned areas of the crime laboratory, as well as the laws, principles, and practices as they are related to implementation within the agency.

Thorough and comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the agency's policies, procedures, rules, and regulations in the performance of duties.

Comprehensive working knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.

Comprehensive working knowledge of and the ability to demonstrate successful operation and use of designated crime laboratory equipment and associated software systems in the performance of duties.

Comprehensive working knowledge of and the ability to demonstrate understanding and successful use of the principles and practices of project management techniques in the performance of duties.



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Comprehensive working knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the principles and practices of supervisory and management techniques in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.

Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.

Ability to demonstrate successful performance in the engagement, training, mentoring, and supervision of assigned personnel and support staff.

Ability to demonstrate successful performance in the research, gathering, correlating, and analyzing of facts to develop statistical reports, charts, recommendations, and/or solutions in the performance of duties.

Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

In addition to the minimum requirements identified in the previous level of a Forensic Scientist Trainee, nine years experience with the agency in the employee's assigned specialty.



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Must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

#### **Minimum Requirements specific to the Crime Laboratory Job Family that may apply and are dependent on assigned discipline and/or areas of responsibility:**

- ❖ Must obtain and/or possess and maintain a valid driver license.
- ❖ Must submit to periodic random drug testing.
- ❖ Must provide a DNA sample to be used only for forensic identification as required at the time of appointment.
- ❖ Must be able to pass a polygraph examination after conditional offer of employment.
- ❖ Must possess or obtain and maintain a Certified Instructors Certificate (Specialist) from the Missouri Department of Public Safety.
- ❖ Must obtain MULES certification within one year of appointment.
- ❖ Must obtain AFIS certification within two years of appointment, where applicable.
- ❖ Must possess or obtain a Missouri Department of Health Type 1 Permit (Alcohol and Drug Testing).

#### **Necessary Special Requirements**

Documented successful completion of at least 40 hours of professional development and leadership training each fiscal year, in accordance with 1CSR 20-6.010.

Possess and maintain membership with at least one organization as it relates to assigned area of responsibility.

Possess and maintain certification with at least one organization as it relates to assigned area of responsibility.



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**Pay grade:** N/A

**FLSA Status:** Exempt

**Work Schedule:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

**Effective:** 07/01/2024

**Reviewed:** 07/01/2024

**Revised:** --