

# SUPERVISING CRIMINALIST 2024

## TASKS LIST

### **A. Orientation**

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

### **B. Training**

4. Ensures that their unit has a detailed training plan or training manual that describes job functions for all work performed in the unit and performance expectations or objectives.
5. Ensures unit staff are properly trained, which includes evidence handling, method selection, and an understanding of method deviations and their significance.
6. Participates in, and encourages subordinate staff to participate in, professional organizations in the field of Criminalistics by attending meetings and conferences.

### **C. Facilitates Work**

7. Plans work for one or more units while ensuring that priority assignments are handled first to ensure that unit workload is distributed appropriately over time and among staff.
8. Assigns work to subordinates based on consideration such as employee workload and matching task to employee's training.
9. Reports and responds to supervisors and subordinates regarding work assignments including when deadline problems arise, unusual requests for analyses, analyses are inconclusive or difficult to interpret, or 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 while adhering to written procedures and laboratory quality system.

#### **D. Reviews/Monitors Work**

11. Reviews work performed by subordinates to ensure the quality of the laboratory's work and, as necessary, directs subordinates to perform additional analyses or investigations.
12. Prepares samples (i.e., mock evidence samples: bullets, body fluids, hair) and/or administers quality testing (i.e., competency and proficiency test) to ensure the competency and continued proficiency of staff.
13. Observes subordinates' performance at the crime scene, in the laboratory, and in the courtroom in order to ensure that policies and laboratory methods are being followed, standards are upheld, and identify training needs.
14. Monitors subordinates' job progress periodically to check on status of projects in order to ensure timely completion of tasks.

#### **E. Performance Feedback/Evaluation**

15. Meets regularly with subordinates to ensure performance standards are met and sustained.
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 and/or correct behavior.
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 documented information available for performance evaluations or disciplinary procedures.
19. Prepares and presents performance evaluations to subordinates.

#### **F. Provides Information**

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

24. Informs subordinates of promotional opportunities and where they can obtain additional information which may be helpful.
25. 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.
26. Discusses activities of unit(s) with other supervisors in order to coordinate the work of all units in the Laboratory.
27. 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.
28. 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.
29. Appears in court as an expert witness to convey crime scene observations and explain analytical results.
30. 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.
31. 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.
32. 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).

### **G. Personnel**

33. 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.
34. Applies Equal Employment Opportunity principles when making any personnel-related decisions such as hiring employees, assigning work, offering training opportunities, and evaluating job performance.
35. Addresses employees' grievances and responds in accordance with MOU provisions.

36. Coaches and/or counsels subordinates regarding work-related challenges and suggests appropriate resources to help resolve issues.
37. Understands and follows Departmental disciplinary procedures.
38. Reviews subordinates' overtime and requests for time off in order to ensure adequate staffing needs.

#### **H. Budget**

39. Approves, estimates, and orders supplies and equipment required to complete assignments.
40. Ensures fiscal responsibility for budget requests using divisional or grant funds.

#### **I. TECHNICAL SUPERVISION**

41. 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.
42. 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.
43. 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.
44. 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.
45. Supervises trace analysis of various types of physical evidence, including questioned documents, by visual inspection and macroscopic and microscopic examinations in order to identify and/or compare samples to form an opinion.
46. 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.

47. Supervises the laboratory's quality system including reviewing written procedures, performing regular audits, coordinating proficiency testing, and ensuring staff achieve competency before performing work.
48. Ensures that staff perform their duties safely and adhere to all laboratory safety policies, including wearing appropriate Personal Protective Equipment (PPE), properly handling chemicals and evidence, and properly operating equipment and vehicles.
49. Evaluates working conditions and assigned tasks to ensure staff can perform their duties safely.
50. Reports safety violations or concerns to laboratory management.
51. Ensures validation of test and calibration methods in order to properly identify or analyze sample components.
52. 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.
53. Ensures that hazardous chemicals are handled, stored, and disposed of in order to comply with the Department's Hazard Communication and Chemical Hygiene Plans.
54. Follows the laboratory's safety manual and ensures safety inspections are conducted as required by the laboratory's safety program.
55. Understands, follows, and guides subordinates to adhere to the laboratory's quality management system to ensure that the laboratory maintains its accreditation.