

**MAJOR FUNCTION**

This is highly technical and supervisory work directing employees in Forensic Services who are engaged in collection, documentation, examination, analysis and identification of physical evidence. The Manager-Forensic Services is responsible for the overall function, performance, and integrity of the Tallahassee Police Department's Forensic Science Services system, including quality assurance, management information systems, forensic science training (internal and external), adherence to the agency's forensic strategy, and compliance with the Tallahassee Police Department's, City of Tallahassee's, and Forensic Service's policies and procedures. This employee is responsible for planning, coordinating and supervising major crime scene investigations when required and forensic laboratory analysis. Work is performed with considerable independence in accordance with departmental rules and regulations, under the general direction of sworn police personnel. Work is reviewed through observation, reports and results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Participates in and develops major forensic policy decisions, forensic service delivery, human resource administration and management, and administration of the budget. Provides oversight and direction of Forensic Supervisor(s). Ensures the application of uniform practices and policies, and coordinates laboratory safety requirements. Manages quality assurance within every forensic discipline to ensure the integrity of the work product or processes. Assesses laboratory quality assurance requirements, manages laboratory proficiency testing, reviews laboratory line inspections and quality audits, acts as a liaison with representatives of ANAB. Coordinate's training required for forensic personnel along with the external training required to satisfy the operational needs of the department. Monitors and evaluates customer feedback, manages laboratory-related problems. Coordinates laboratory safety requirements. Supervise forensic staff and performs annual performance evaluations. Manages staffing requirements for the department's Forensic Services. Counsels, evaluates, and disciplines subordinates. Arranges for and implements the department's Forensic Services training. Approves work schedules and leave requests for direct reports

**Other Important Duties**

Facilitates forensic-related training for Forensic Services members to fulfill their work responsibilities (e.g., evidence collection and analysis), sworn members (e.g., latent fingerprint collection, photography), and other law enforcement personnel. Conducts research and networking with other forensic professionals to remain current in processes used and advancements in technology. Works cooperatively with the Criminal Investigations Bureau chain of command in preparing yearly budget requests for the department's Forensic Services and provides advice and guidance on issues that involve forensic science. Ensures that all necessary equipment and supplies are ordered to maintain working efficiency of the department's Forensic Services. Reviews and examines items of physical evidence for the purpose of identification or elimination. Reviews and prepares analysis, findings, and opinions through written reports and correspondence. Provides courtroom testimony to include expert opinion in the area of a defined forensic discipline. Serves as the quality manager of the Tallahassee Police Department Forensic Services. Maintains the quality control documents and quality assurance program for the department's Forensic Services. Administratively reviews and approves of all reports of direct reports. Completing other work-related tasks as directed or required by policy or practice.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of forensic laboratory management and operations. Knowledge of forensic laboratory safety requirements. Knowledge of personal protective equipment needed to minimize risks involved

with occupational exposure to blood, other potentially infectious materials, chemicals, and waste products. Knowledge of collection, detection, preparation, examination, preservation, and documentation requirements of physical evidence in all types of environments. Knowledge of the operation and maintenance needed on a variety of analytical instrumentation and other laboratory related equipment. Knowledge of the scientific method and other scientific principles. Knowledge of the terminology, principles and analytical techniques used in the analysis of physical evidence as it applies to the forensic laboratory. Knowledge of the correct procedures for providing expert testimony in court. Knowledge of budgeting, personnel, and other administrative practices. Skill in the use of scientific laboratory equipment. Skills to effectively and positively deal with Forensic Services personnel, department sworn personnel, proficiency test providers, vendors, and other investigative and forensic professionals in carrying out day-to-day responsibilities and effectively utilize database and word processing software. Skills to negotiate and mediate. Ability to supervise personnel. Ability to determine work priorities, assign work, and ensure proper completion of work assignments. Ability to interpret forensic scientific experiments, results, formulate conclusions and present findings. Ability to train individuals or groups in forensic laboratory techniques and procedures. Ability to give sworn testimony as an expert witness. Ability to evaluate analytical laboratory methods. Ability to manage and coordinate laboratory safety inspections to include collecting and disposing of biohazard and chemical waste generated in laboratory environments. Ability to work well with other people, make effective oral presentations, prepare well-written reports, and maintain confidentiality in all quality, casework, and accreditation matters. Collect, evaluate, and analyze data to develop alternative recommendations, solve problems, document workflow and other activities relating to the improvement of forensic operations and practices.

#### Minimum Training and Experience

Possession of a Bachelor of Science degree in criminology, forensic science, one of the natural sciences or a related field and ten (10) years of professional or technical experience in forensic analysis; crime scene investigation that includes collection and preservation of physical evidence, and photography; fingerprint identification; with a recognized law enforcement agency or forensic laboratory. Four (4) years of the required professional/technical experience must have been in a supervisory capacity.

A Master of Science degree in physical, biological, forensic science or criminal justice may substitute for one (1) year of the required professional or technical non-supervisory experience.

#### Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment. At the department director's discretion, the noted license may not be required.

Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination and may be required take and pass a psychological examination prior to an employment offer being made.

Established: 10-23-21