



## CLASS SPECIFICATION

Class Code: 2253  
Date Est: 07/1998  
Last Rev: 08/2017  
Last Title Chg:  
FLSA: exempt  
Probation: 12 months

### SUPERVISING CRIMINALIST

#### **DEFINITION**

Under general direction, plans, coordinates and supervises the activities of a section of the Washoe County Sheriff's Office Forensic Science Division; and performs related duties as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in a natural, physical or forensic science or a closely related field AND seven years of full-time technical experience in applying scientific techniques in a laboratory setting and/or major crime scene investigation to include four years of full-time professional experience in a law enforcement crime lab/forensic laboratory. A master's or higher level degree in one of the relevant fields may substitute for two years of the required experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment and must be maintained for continuous employment.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over professional staff.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Develop, implement and evaluate laboratory procedures; develop and/or approve new testing methods, utilizing the latest laboratory technology and equipment; update and maintain procedure manuals for the lab; and provide training to staff involved with the testing and analysis of physical evidence to ensure the effective operation of the crime lab.

Implement procedures to ensure that laboratory work meets accreditation standards set by professional forensic science laboratory associations; implement and analyze internal and external quality assurance efforts to ensure standards are met.

Assign casework in the following categories of testing to ensure timely processing to meet court deadlines: alcohol/toxicology, DNA, primary examination, CODIS, controlled substances, firearms/toolmarks, NIBIN, breath alcohol calibration, impression (shoe/tire), crime scene investigation, latent print processing, latent print comparison and ABIS.

Coordinate workflows, monitor work progress and review testing and analysis to ensure adherence to established standards, thoroughness and presence of proper documentation.

Supervise assigned staff to include work assignments and reviews, establishing work schedules, training staff in proper work methods and techniques, coaching and mentoring, conducting performance evaluations, implementing disciplinary measures and making recommendations for hiring new staff.

Determine operational requirements and submit budgets for laboratory operations to include: projected revenues, expenditures for personnel, services and supplies, capital improvements and accompanying justifications; monitor expenditures throughout the year to ensure compliance with established accounts.

Perform a variety of administrative duties such as: compiling data, analyzing costs, drafting service agreements with outlying agencies and composing reports to be submitted to Sheriff's administration, the courts and other agencies.

Develop grant proposals for program development and equipment; plan and initiate new laboratory programs and service functions; develop and maintain the division information and management system.

Investigate, photograph, document and collect items of evidence from major crime and homicide scenes as needed; photograph, document and collect evidence at autopsies.

Assist attorneys, investigators and other professionals in the presentation of forensic evidence or information for court proceedings, legislative presentations or other related areas; prepare and give testimony in court as an expert witness as needed.

Assist in the testing and evaluation of new laboratory instrumentation.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on the job injury.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Rules of forensic evidence, evidence procedure, chain of custody and integrity of evidence.

Courtroom procedure, witness, and expert witness testimony, demeanor and appearance.

Quality assurance/quality control methods and principles.

Washoe County and Washoe County Sheriff's Office policies and procedures as they relate to duties performed as civilian employees.

Principles and practices of supervision.

#### **Ability to:**

Plan and coordinate the activities of a forensic unit.

Administer laboratory quality assurance procedures.

Supervise personnel, including training, assigning, and reviewing work, administering discipline and conducting performance evaluations.

Act as an expert witness in court and train personnel to provide expert witness testimony.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)*

#### **Knowledge of:**

Principles and methods of collecting, packaging, receiving and storing property and evidence.

Rules of evidence and general procedures of civil and criminal practices concerning the physical chain of custody for evidence.

Current scientific methods and techniques used in the analysis and evaluation of physical evidence.

Modern methods of classifying, indexing, filing and preserving laboratory records and evidence.

Forensic laboratory procedures, techniques, terminology, equipment, and materials.

Standard sources of information and current literature in the field of forensic science.

Theoretical concepts and laboratory procedures in the area of specialization.

**Skill in:**

Performing physical and chemical tests used in the analysis of physical evidence.

Operation and maintenance of sophisticated scientific instruments and equipment.

Performance of complex chemical, instrumental and microscopic analysis.

Using a personal computer and a variety of software packages.

**Ability to:**

Evaluate laboratory workload and assigned personnel to meet deadlines.

Interpret laboratory findings to the court, law enforcement personnel, attorneys and others.

Train staff in work methods and procedures to ensure a safe working environment.

Evaluate and modify established research protocols in order to accomplish testing needs.

Maintain confidential data and information.

Communicate effectively, both orally and in writing.

Write correspondence, memoranda, administrative summaries, reports and other documents using correct English, spelling, vocabulary, grammar and punctuation.

Establish and maintain effective working relationships with those contacted in the course of work including other departments, divisions, outside agencies and boards, elected officials, management, staff and the general public.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to work in standard office and laboratory environments, as well as various indoor and outdoor off-site locations. Ability to stand on slippery, uneven or unsteady surfaces for an extended period of time. Ability to frequently stand, walk, stoop, crouch, squat and kneel. Ability to use scientific and standard office equipment. Ability to work under conditions involving exposure to noise, electrical energy and chemicals. Ability to lift and move objects weighing up to 50 lbs. Visual acuity to distinguish basic colors and shades of colors. Ability to tolerate/work under conditions involving exposure to inclement weather conditions, infectious diseases, insects/parasites (maggots, bed bugs, fleas, etc.), decomposed remains and other strong odors, noise, fumes, gases, smoke, dust, solvents and chemicals, and blood and airborne pathogens.

Must be willing to travel outside of Washoe County to perform crime/death scene investigations including rural and desert environments.

Must be willing to accept shift work, on-call assignments and a non-standard workweek.

Selected candidates must complete and submit a Personal History Statement and pass an extensive background

investigation, submit a set of fingerprints, pass a pre-employment medical examination, including a drug screen and complete a Computerized Voice Stress Analysis (CVSA) examination.

Some positions may require specialized backgrounds or expertise that will be identified for each position at the time of recruitment.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*