

TITLE: CRIMINALIST SUPERVISOR

DEFINITION: Under general direction, plans, directs, evaluates, and coordinates the daily operation of the Crime Laboratory Criminalistics Section.

EXAMPLES OF DUTIES:

- Supervises and participates in physical and chemical analyses in the scientific detection and investigation of crimes;
- Enforces procedures and practices of the Long Beach Police Department;
- Assigns and prioritizes casework and assignments for employees;
- Researches and evaluates laboratory methods, instruments, and procedures;
- Represents the laboratory at scientific meetings and conferences;
- Acts as liaison between advisory boards, commissions, criminal justice agencies, regulatory bodies, and laboratory personnel to ensure that appropriate policies and guidelines are followed;
- Initiates, investigates, and makes recommendations for disciplinary actions, if necessary;
- Assists the Quality Assurance Manager;
- Reviews and evaluates reports and case notes;
- Evaluates employee performance;
- Provides orientation and direct training for new employees or employees transferred into a new unit;
- Monitors and tracks progress of assigned casework and status of backlogs;
- Reviews and revises analytical procedures or section policies as needed;
- Testifies in court;
- Conducts regular meetings and training sessions;
- Prepares written findings and displays for court presentation;
- Ensures quality control and compliance with state laws and laboratory accreditation requirements,
- Makes recommendations concerning laboratory budget and policies;
- Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of toxicology, controlled substance analysis, or firearms examination;
- Ability to present complex scientific findings in court;
- Ability to use scientific instruments;
- Ability to train police personnel in basic scientific investigation;
- Ability to pass a comprehensive background investigation prior to appointment.

Willingness to work irregular hours, weekends, and holidays.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university in Criminalistics, Chemistry, Physics, Biological Sciences, Forensic Science or a related field **AND** five (5) years of related paid, full-time equivalent work experience in the forensic field including one year in a lead or supervisory capacity.

A Master's degree in the aforementioned fields may be substituted for one year of the required work experience (Applicant still must have four years of work experience including one year of experience in a lead or supervisory capacity).

A valid motor vehicle operator's license.

HISTORY:

Approval/Adoption Date: 12/29/2006 - Human Resources

03/21/2007 - Civil Service

Revision Approval/Adoption: 10/21/2020