

**CENTRAL EVIDENCE UNIT SUPERVISOR
MS-301-13**

INTRODUCTION

This position is located in the Department of Forensic Sciences (DFS). The mission of the DFS is to provide high-quality, timely, accurate, and reliable forensic science services using best practices and best available technology, focusing on unbiased science and transparency, to enhance public safety and health.

The position serves as a supervisor as the first line supervisor by supporting the administrative and technical responsibility of the Central Evidence Unit, Crime Scene Sciences Division. The Unit is responsible for accepting, preserving, and returning physical evidence and test samples submitted to the DFS. In addition the Unit is responsible for laboratory distribution of evidence for the purpose of forensic testing. Evidence includes but is not limited to biological evidence, latent fingerprints, tire and shoe impressions, firearms, drugs, and tool mark impressions.

POSITION CONTROLS

Works under the supervision of the Crime Scene Sciences Director, who outlines the broadly stated objectives and available resources, new and unusual techniques, desired results, changes in regulatory constraints and, or methods and procedures that may apply to complex situations. The incumbent independently plans and carries out assignments, and interprets policies and procedures in terms of established objectives and determines the validity of methods and results and recommends acceptance or rejection. Exercises independent responsibility and is held accountable for actions and findings; and consults with the supervisor, other unit managers and/or laboratory directors on unusual technical problems and best practices and keeps the supervisor apprised of any controversial issues.

The work is reviewed for potential impact on the agency's accreditation, mission, objectives and program goals are normally accepted and being technically authoritative and accepted without significant change.

Guidelines include policies and procedures of DFS; governing laws and regulations of the District and Federal government, Mayor's Orders, instructions, and the Deputy Mayor's policy and priorities. Relevant legislation and standards include documents and resources from the American Society of Crime Laboratory Directors-Laboratory Accreditation Board (ASCLD/LAB), Forensic Quality Services (FQS), American Society Testing Materials International, Inc. (ASTMI), American Association for Laboratory Accreditation (A2LA), Clinical Laboratory Improvement Amendments (CLIA), Centers for Disease Control (CDC), National Institute of Standards and Technology, International Standards Organization (ISO), forensic community working groups, international standards relevant to forensic science, and others.

Sound judgment is utilized when selecting, interpreting, or adapting available standards and guidelines to specific issues or subjects. Incumbent must exercise discretion and sound judgment in determining proper courses of action from personal experience and must be able to assess and evaluate a variety of situations, problems, conditions, or questions.

DUTIES AND RESPONSIBILITIES

Supervises, plans, and coordinates the daily operational and tactical functions of the Central Evidence Unit (CEU) in the Crime Scene Sciences (CSS) Division which include specialized technical services and

activities through subordinate staff and contractors, the incumbent ensures that all required laboratory services are provided, some of which may be unprecedented and call for research efforts.

Provides advice to the CEU staff and consults with key DFS managers and represents the CSS when providing advice to officials of the District of Columbia on matters pertaining to the agency. Maintains effective communications, assesses needs, and makes recommendations for the unit; keeps staff informed of specific operations, problems, and options for improved productivity; and facilitates effective two-way communication with and between subordinates to provide for efficient individual and group operation and development.

Conducts inventories of all evidence and oversees the release, destruction and subsequent paperwork of same; and archives, maintains, stores and organizes case folders.

Works with a variety of hazardous items including: weapons, narcotics, drug paraphernalia, toxins, body fluids, flammable and explosive materials, and unsanitary materials.

Maintains manual and computerized records including evidence custody documents, chain of custody documents, property receipts, property control files, and related reports.

Keeps abreast of current industry, scientific, and regulatory developments and issues; communicate strategies to accommodate change; and prepares clear, concise, technically competent, regulatory compliant reports and presentations.

Attends meetings, symposiums and workshops to keep up with current and future mandatory requirements.

Ensures subordinate staff is trained in and follows proper evidence handling procedures for incoming and outgoing evidence to the DFS. Works with the Deputy Director for Quality Assurance, the Crime Scene Sciences Director and other management personnel to ensure accreditation standards are met. This includes maintaining documentation of remediation or any deficiencies and improvements; and assists with developing and/or enforcing protocol for chain of custody including the receipt, storage, release and destruction of evidence.

Ensures that the heavy volume of daily work as well as difficult special demands are scheduled and processed effectively; that personnel services, equipment and materials are used to the best interest of the laboratory, department and the District of Columbia; and establishes liaisons with organizations and institutions within and out of the District and maintains satisfactory working arrangement.

Makes sure that current reference materials and applicable publications are available; and interfaces effectively with other groups and areas to facilitate exchange of technical and regulatory information.

Responsible for ensuring evidence that is stored within the DFS/CEU is properly packaged and stored in proper environmental conditions.

Maintains effective communications, assesses needs, and makes recommendations for the unit; keeps staff informed of specific operations, problems, and options for improved productivity; and facilitates effective two-way communication with and between subordinates to provide for efficient individual and group operation and development.

Assists with developing processes and unit SOP's in light of applicable change from internal and external sources. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work collectively, cooperatively and jointly to provide quality seamless customer service.

Adheres to all required laboratory standards with regard to the Division's responsibilities.

Handles physical evidence that is submitted to the DFS for laboratory testing. Ensures proper packaging, documentation, preservation, and chain of custody procedures are followed. Prepares proper documentation for the receipt, storage, laboratory distribution and return of evidence and test samples.

Testifies in court as to the procedures followed during receipt, storage, and transfer of evidence.

Supervises, plans, and directs subordinate staff, which also includes contracting personnel within the purview of the DFS. Supervision includes the review of work; utilization of employees to accomplish work objectives; monitors quantitative and qualitative measures for evaluating the work performance of staff; formulating overall plans for resources; approves and disapproves leave requests; recommends job selections, promotions, incentive recognition and corrective or adverse actions; establishes work standards; and identifies developmental and training needs.

Performs other related duties as assigned.

OTHER SIGNIFICANT FACTS

Mastery of principles, methods and techniques of Evidence Management associated with forensic science including collection, packaging, preservation and chain of custody, consistent with current procedures, methods and techniques to develop and enforce quality control measures.

Mastery of problem solving skills are required to select, organize and logically process relevant information (verbal, numerical or abstract) to solve problems and/or discrepancies.

Skill in assessing evidence and test sample items submitted for laboratory testing, ensuring items are properly packaged and documented to meet accreditation guidelines and laboratory policies

Expert knowledge of proper evidence handling, transport, and storage to limit loss, cross transfer, contamination or deleterious change.

Expert quality assurance and quality improvement methods and techniques; and knowledge of accreditation standards and quality processing method that is crucial as well as beneficial to the quality assurance program; expert knowledge of evidence management principles and practices; and knowledge of general crime scene policies, procedures and practices sufficient to effectively provide guidance and assistance in the direction of a cohesive evidence management quality assurance program.

Demonstrated ability to oversee and coordinate short, medium, and long-range operational activities of an operational evidence management unit for the laboratory.

Excellent communication skills both orally and in writing with top management officials, representatives of cluster agencies, federal government and private sector officials; and skill in articulating concerns and positions on sensitive and complex issues, both orally and in writing; and ability to listen to, work with, and elicit cooperation among and from others.

Expertise in exercising tact, diplomacy, discretion, originality and persuasive techniques to develop, present and explain controversial facts, views and options to high level government officials.

Demonstrated skill and ability to use a PC and software packages (e.g., Microsoft Word, Excel, Access and Power Point, etc.) and software applicable to various reporting systems.

Ability to supervise and demonstrated experience and ability to provide leadership in a supervisory capacity is required.

Ability to keep abreast of accreditation requirements and the latest in evidence management techniques, equipment and custody requirements through literature reviews and other means, in documenting validation studies, and in writing grant applications/reports etc.

Must have at least five (5) years of specialized experience equivalent to the MSS grade 12 level or above. A Bachelor's degree in business administration, science or other related field may be substituted for two years of experience at the MSS grade 12 level.

Specialized experience is experience that is related to the knowledge, skills and abilities associated with this occupation, e.g., knowledge of principles, methods and techniques of Evidence Management related to forensic science including collection, packaging, preservation and chain of custody, consistent with current procedures, methods and techniques to develop and enforce quality control measures.

May be required to work nights, weekends and holidays.

SPECIAL REQUIREMENTS

This position's duty station will be housed within the Consolidated Forensic Laboratory (CFL) which is a protection-sensitive facility. As such, incumbents of this position shall be subject to criminal background checks, background investigations, and mandatory drug and alcohol testing, as applicable. Due to the handling of primary evidence, the applicant will be required to submit a buccal swab for the purposes of the DNA Quality Control database for the DFS.

The nature of the DFS mission necessarily involves the potential risks associated with biological or chemical hazards, including morgue functions. Although contact with these functions is intended to be minimal, the risks are nevertheless possible; training to recognize, address, and mitigate these risks is required as is dealing with potentially personally difficult topics, such as crime, death, and disease.