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 is responsible for evaluating the best usage of DC crime intelligence gathered from public and law enforcement media, managing DFS service requests for forensic science laboratory testing of physical evidence and generating forensic related models and statistical reports to support crime reduction as part of the Forensic Intelligence Unit (FIU) under the Forensic Science Laboratory Division (FSL). The position requires knowledge of management principles, evidence collection and management techniques, various forensic science laboratory testing methods and current ISO accreditation standards, laboratory information management systems, intelligence management and forensic workflow reporting.

POSITION CONTROLS

Works under the supervision of the Forensic Science Laboratory Director who outlines objectives and available resources. The incumbent independently plans and carries out the assignments; interprets policies and procedures in terms of established objectives; and, keeps supervisor informed of progress on potentially controversial matters or issues.

Guidelines consist of policies and procedures of DFS; governing laws and regulations of the District and Federal Government; methods, processes, techniques, procedures, protocols, testing regulations, previous/precedent cases, technical references, forensic techniques and literature, handbooks, internal protocol and instructions, etc. These guides are normally applicable, but may require the incumbent to extrapolate and exercise discretion and judgment when applying them to specific work situations/cases that may not be covered.

DUTIES AND RESPONSIBILITIES

Oversees the FIU operations; plans and manages daily activities and tactical functions; and, ensures accurate and timely coordination of forensic requests for services from all DFS customers including the proper and prompt transition of evidence transfers to and between the forensic science laboratory units.

Monitors mayoral initiatives, media reported crimes and crime trends; tracks the physical evidence submission through the forensic science laboratory units using forensic workflow reporting, and generates forensic intelligence models to support crime reduction strategies.

Evaluates and approves requests for forensic science analysis from DFS Stakeholders.

Communicates with detectives, attorneys, executive management and other public safety and justice partners regarding physical evidence and forensic case management to prepare for chain of custody transfers through the Forensic Science Laboratory (FSL) units.

Establishes liaisons and partnerships with relevant DFS Stakeholder, public safety and justice partners, forensic organizations and institutions to exchange forensic intelligence strategies and provides training as needed.
Forensic Intelligence Manager
MS-0301-14

Keeps abreast of current industry, forensic science, information technology and regulatory developments and issues; communicates strategies to accommodate change; and prepares clear, concise, technically competent, regulatory compliant reports and presentations.
Maintains relevant manual and electronic records; captures forensic data in the current laboratory management information system(s); and, generates intelligence reports using specialized software.

Assesses staff capabilities, training needs, equipment and resource identification; quantity and quality of work product; opportunities for improvement; and, periodic employee performance in accordance with DC government guidelines while maintaining effective communication with subordinates and providing an atmosphere for professional development.

Completes annual performance plans, subordinate time and attendance, budget plans, key performance indicators, performance metrics and makes recommendations for job selections, promotions, demotions, and incentive recognition.

Performs other related duties as assigned.

OTHER SIGNIFICANT FACTORS

Comprehensive knowledge of forensic evidence collection along with knowledge of various forensic science laboratory testing methods.

Expert knowledge of accreditation standards and requirements, as well as quality management systems to ensure compliance of ISO 17025 or current forensic science laboratory International accreditation standards and accrediting body supplemental requirements.

Advanced and demonstrable leadership and problem solving skills including management practices, strategic planning, conflict resolutions, and budgeting.

Advanced ability to use existing software and technology to generate intelligence reports, and process social media information.

Expert knowledge in qualitative and quantitative methods, techniques, and analyses; ability to synthesize statistical data, create and produce electronic reports and provide written and technical reports and correspondence.

Comprehensive knowledge of the rules of evidence and the methods used in presenting evidence in court and policies and procedures for maintaining evidence integrity and the chain-of-custody.

Skilled in customer service practices and intelligence management required to promote effective professional relationships with internal and external customers and ability to work safely in a laboratory environment without presenting a threat to self or others.

Excellent oral, visual aid, social media, and written communication skills.

Ability to exercising tact, discretion and diplomacy to develop, present, and explain controversial facts, views, and options to subordinates, customers as well as executive government officials.
Forensic Intelligence Manager
MS-0301-14

Demonstrable experience and ability to successfully manage people and coordinate short, medium, and long-range operational activities of the Unit.

Skill and ability to use various software applications and generate intelligence reports, conduct complex data driven presentations, validate data from computer platforms to reflect workloads and turnaround times and provide key performance metrics.

Ability to testify effectively in court as needed.

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.

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 are required as is dealing with potentially personally difficult topics, such as crime, death, and disease.

EDUCATION AND EXPERIENCE

Preferred. Bachelor’s degree and/or Master’s of Science from an accredited university and at least seven (7) to ten (10) years of relevant experience, including at least five (5) years of supervisory experience in a forensic science laboratory. Graduate of programs accredited by the Forensic Science Education Program Accreditation Commission (FEPAC; www.aafs.org/fepac) highly desirable.

Required. Must have at least one (1) year of specialized experience equivalent to grade 13 level. Specialized experience is experience which is directly related to the position and has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position including, but are not limited to, ability to supervise the gathering of data and perform advanced qualitative and quantitative analyses; ability to supervise personnel; oversees and coordinates the preparation of clear, concise, technically competent, and regulatory compliant reports and presentations, etc.

OR an equivalent combination of relevant education, training, and experience.

LICENSURE/CERTIFICATION: None