

FORENSIC LABORATORY DIRECTOR

KIND OF WORK

Administrative and technical work involving direction of forensic laboratory services.

NATURE AND PURPOSE

The employee in this class is responsible for directing all laboratory services within the State Bureau of Criminal Apprehension. The employee must have extensive knowledge of the technical aspects of the laboratory as well as possessing excellent administrative skills. General policy direction is received from the Assistant Superintendent but the employee has complete freedom to act relative to all operational facets of the laboratory.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

To plan, organize and direct the crime laboratory operation and establish methods and procedures for the examination of evidence so that law enforcement agencies in Minnesota are provided with timely and competent forensic laboratory service.

To develop and administer the budget for the laboratory so that the operation will be cost effective.

To establish and assure compliance with operating policies and procedures for the laboratory so that internal functions run smoothly.

To provide training courses for Crime Investigators and other law enforcement personnel in crime laboratory procedures and the collection, identification and presentation of evidence so that people are currently informed and better able to perform their work.

To plan and administer a program for professional development for laboratory staff so that methods and procedures are current and up to date.

To communicate with prosecuting authorities and provide personnel to testify in court as expert witnesses on laboratory techniques, methods and findings in any of the scientific fields involved in the laboratory so that the courts will be provided with the necessary testimony to properly assess cases coming to trial.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of the principles and practices of analytical chemistry, physics and mechanics.

Thorough knowledge of criminal court procedures and practices with special references to rules of evidence.

Thorough knowledge of pathology as applied to crime laboratory operations.

Considerable knowledge of state, federal and local criminal laws and regulations.

Considerable knowledge of management techniques and principles.

Some knowledge of state budgetary policies and procedures.

Ability to:

Ability to plan and direct the work of others and to instruct them in their duties.

Ability to deal effectively with governmental officials and the general public and to establish and maintain effective working relationships.

Est.: 5/80
Ckd.: 10/92

T.C.:
Former Title(s):