# Supervisor IV – Crime Lab

**Grade: 9**

**FLSA: Non-Exempt**

**Date: 4/23**

**Job Summary:**

Ensure the mission of the St. Mary’s County Sheriff’s Office and Criminal Investigations Division by planning, organizing, directing, supervising, managing, and evaluating the daily operations of, and staff assigned to, the Crime Lab. Make recommendations for the improvement of department operations. Provide leadership and direction to all Sheriff’s Office personnel as it relates to Crime Lab policy and procedure. Perform critical work related to criminal investigations and other areas of law enforcement to include identifying, documenting, processing, analyzing, collecting, packaging, and preserving physical evidence found at crime scenes and in the laboratory. The Crime Lab Supervisor receives supervision from, and reports directly to, the CID Lieutenant. Work is evaluated through observations, conferences, and reports.

**Essential Functions:**

1. Supervises, plans, coordinates, assigns, and evaluates the daily operations of the Crime Lab, including but not limited to, coordinating work through subordinates and the use of equipment and materials; Gives technical direction, as needed;
2. Directs, coordinates, and oversees all administrative functions within the Crime Lab; Researches and develops proposals to address current and future needs of the Crime Lab in terms of equipment, training, technology changes/upgrades, professional certifications, etc.; Makes recommendations on how to improve department operations;
3. Supervises, mentors, advises, trains, instructs, and evaluates subordinate staff; Enforces and explains departmental policies and procedures to subordinate staff and members of the public; Documents personnel incidents;
4. Evaluates and recommends personnel for disciplinary procedures in compliance with Sheriff’s Office policies and procedures;
5. Oversees the maintenance of all equipment and software to enable timely processing of requests;
6. Reviews and evaluates subordinate reports and performance to ensure completeness, accuracy, and compliance with forensic best practices and St. Mary’s County Sheriff’s Office policy and procedures;
7. Has input into the development of, and is responsible for, the implementation of programs and schedules;
8. Determines goals and objectives needing emphasis;
9. Adjusts work priorities, projects, schedules, resources, and work plans as required;
10. Estimates staff needs and assigns work to meet completion dates;
11. Ensures materials and supplies are available;
12. Reviews work for quality; evaluates work performance; and recommends awards for employees;
13. Identifies training needs for employees;
14. Researches, evaluates, and implements methods to improve production of effectiveness, including but not limited to, the development of agency policies and procedures to meet both CALEA and industry standards/best practices;
15. Monitors employees time, authorizes leave requests and overtime;
16. Participates in hiring procedures;
17. Prepares and submits relevant financial and/or data reports;
18. Plans and recommends annual operating and capital budgets and prepares budget requests; Forecast future needs of the Crime Lab, including providing justification when new funding is required for the unit;
19. Reviews safety rules and regulations with subordinate staff in compliance with Federal, State, and Local regulatory agencies;
20. Serves as a liaison between Federal, State, and local governmental agencies whose policies, laws, regulations, and directives impact Crime Labs operations;
21. Serves as a Crime Lab Technician to include all essential functions as outlined in their position description and standard operating procedures, when needed;
22. May require:
	* Shift work;
	* Call back;
	* On-call;
	* Successfully passing proficiency tests;

 23.Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government and Office of the Sheriff policies and procedures;
2. Ability to act as a representative of the St. Mary’s County Sheriff’s Office to the public;
3. Expert knowledge of Crime Lab standard operating procedures;
4. Knowledge of relevant Federal, State, and Local regulations relative to the operations of the department;
5. Ability to effectively communicate with agency and government personnel and the general public, either in person or by telephone, by written report or memorandum, through radio communications or computer;
6. Ability to supervise, train, and motivate subordinate staff;
7. Ability to prioritize and multitask;
8. Ability to use available resources to research information;
9. Ability to make appropriate recommendations to improve department operations;
10. Ability to keep accurate records;
11. Ability to operate relevant computer systems, including hardware and software, and office equipment;
12. Ability to recognize physical evidence and know its potential value;
13. Knowledge of techniques for recovering and preserving physical evidence to include understanding proper collection, processing, and preservation procedures for various types of physical evidence;
14. Ability to properly and accurately document investigations, including the recovery of physical evidence;
15. Ability to operate an agency motor vehicle, both day and night, in all weather/road conditions, in a manner to expeditiously, yet safely, arrive at a scene;
16. Ability to learn names and locations of roads, buildings, and other landmarks in St. Mary’s County;
17. Ability to plan, organize, and execute complicated and continuing assignments accurately, with minimum instruction or review;
18. Ability to utilize the senses of sight, hearing, smell, and touch;
19. Ability to learn and operate various types of crime scene technician equipment;
20. Ability to understand and follow complex oral and written instructions, to speak effectively and articulately, to demonstrate good listening skills, and to convey concern, understanding, and empathy;
21. Ability to utilize a high level of discretion, good judgment, and confidentiality;
22. Ability to maintain a high level of accuracy in assigned tasks;
23. Ability to organize and determine priorities of diverse assignments;
24. Ability to plan, organize, and effectively present ideas and concepts to groups;
25. Ability to assimilate information from a variety of resources;
26. Analyze, evaluate, and select, often with limited information, the best course of action;
27. Ability to develop and write documents, manuals and other literature;
28. Ability to comprehend and adhere to, at all times, agency policies and procedures;
29. Ability to work independently and as a team on tasks and maintain complete and accurate records;
30. Effective business English, grammar, legal terminology, and math skills;
31. Ability to make decisions in accordance with established laws, and Federal Guidelines, and to apply departmental policies and procedures to daily work problems;
32. Ability to work in an office setting with frequent interruptions.

 **Additional Requirements:**

1. Possess a valid Maryland Driver’s License;
2. Ability to pass a comprehensive background investigation;
3. Ability to pass random drug screening;
4. Ability to pass polygraph examination.

**Education and Experience:**

1. Bachelor’s Degree, preferably in a Physical Science, Forensics, or Criminal Justice;
2. Or five or more years of experience in evidence collection, criminal investigations, or related experience in an increasingly responsible role;
3. Or any combination of equivalent technical training, education, and/or related experience.

**Physical and Environmental Conditions:**

1. Exposure to deceased bodies, open wounds, and other disagreeable aspects;
2. May be exposed to hazardous materials, illicit drugs, biohazards, and other contaminants;
3. Requires occasionally utilizing a step stool or ladder, to reach above or below arm level;
4. Requires occasional strenuous effort. For example, handling of moderately heavy boxes, tools, and equipment 30 to 60 pounds;
5. Requires long periods of standing, frequent walking, repeated bending, crouching, stooping, stretching or reaching;
6. May sit for prolonged periods of time, answering the telephone, and operating computer equipment;
7. Exposure to all types of environmental conditions. Exposure ranging from a courtroom setting to being at a crime scene for prolonged periods of time, Temperatures range from below freezing to above 100 degrees;
8. Function in a structured organization with struct rules of conduct;
9. May be required to work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays;
10. Requires occasional use of protective gear including, but not limited to, full Tyvek suits, boots, gloves, and masks.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

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Employee’s Signature Date