



Job Title	Crime Lab Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	4	Job Code	15021

Class Specification – Crime Lab Supervisor

Summary Statement:	
<p>The purpose of this position is to manage, supervise, and coordinate the activities and operations of the Colorado Springs Police Department Metro Crime Lab. This is accomplished by meeting with lab personnel; staying informed of laboratory activities and what current trends are in other labs; staying up-to-date on new technologies; being informed on issues and obstacles in other labs to proactively seek solutions; and meeting with and informing upper level management on lab issues and needs. Other duties include discussing cases and functions of lab with officers, detectives, and attorneys; giving lab tours when requested; and providing training to different individuals and organizations.</p>	
Essential Functions	Note: Regular and predictable attendance in the performance of this job is an essential function.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
75%	Manages and oversees laboratory operations by planning and assigning the work of the Metro Crime Lab staff; identifying and solving staff problems; participating in the development of policies and procedures; evaluating and redirecting forensic staff; maintaining adequate supplies; arranging for maintenance and repair of all lab equipment and vehicles. Reviews written timeline reports and evidence handling; acts as grant manager for grants received; serves as temporary DNA analyst; serves as quality assurance manager; and informs chain of command of major activities and of other pertinent information. Manages time and labor reporting for Colorado Springs Police Department (CSPD), El Paso Country Sheriff’s Office (EPSO), and lab volunteers; and completes probationary, semi-annual, and annual performance evaluations. Assures all ISO/IEC 17025:2005 accreditation standards are in compliance.
15%	Manages budget and grants by participating in the development and administration of the division budget. Monitors the Metro Crime Lab budget; participates in the development and administration of grant requests; researches the needs of the lab and available options; monitors grant progress in terms of program achievements; makes adjustments as needed and prepares related reports; and makes and tracks purchases for the lab.
10%	Performs other duties by participating in the maintenance of the lab equipment. Provides law enforcement training to personnel, attorneys, law clerks, and students.



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Competencies Required:

Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Writing: Advanced- Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: A Bachelor’s degree from an accredited college or university with major coursework in biology, chemistry, or forensic science, or related field, as well as specific law enforcement practices and procedures.

Experience: Five years of full-time responsible supervisory experience including two years in a lab setting.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.



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Supervision Exercised:

Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Supervision Received:

Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:

This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Seasonally
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, LIMS, and DIMS.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: July 2014