

## Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

**Position Code:** STPLMGR

**Civil Service Class and Level:** STATE POLICE LAB MANAGER-3

**Working Title (What the agency calls the position):** Latent Prints Unit Manager

**Name and Position Code Description of Direct Supervisor:** BLAKSMITH, ZACHARY B; STATE POLICE LAB DIRECTOR

**Department/Agency:** STATE POLICE

**Bureau (Institution, Board, or Commission):** State Services Bureau

**Division:** Forensic Science Division

**Section:** Marquette Forensic Laboratory

**Unit:** Latent Prints Unit

**Work Location (City and Address)/Hours of Work:** 1924 Industrial Parkway, Marquette, MI 49855, / 8 am – 5 pm - Monday  
- Friday

**General Summary of Function/Purpose of Position:** The Laboratory Manager's primary responsibility is to ensure technical compliance with unit, departmental, and division policies for the scientists, examiners, and technicians working within the Latent Prints Unit. This position also serves as the liaison between the technical leader and the Laboratory Director. Responsibilities include case management for the Latent Prints Unit, overseeing discipline-specific training until competency is achieved, and serving as acting Laboratory Director when needed. This position functions in a bias free manner. **Assigned duties and tasks for each duty.**

**Duty 1:** Oversight of unit operations including supervision of scientists/examiners and technicians within the Latent Prints Unit.

- Case management: assign and direct case work, review reports, and monitor court testimony.
- Maintain instrumentation and equipment within the unit.
- Facilitate ordering of necessary consumable items within the unit.
- Keep Laboratory Director apprised of technical activities within the unit.
- Keep Technical Leader apprised of operational activities within the unit.
- Ensure staff is compliant with departmental and division policies and procedures.
- Serve as acting laboratory director when needed.

**Duty 2:** Perform analysis within the unit.

- Know and understand the submission guidelines.
- Strictly adhere to and stay informed of new technologies, policies, and procedures.
- Use a variety of processing techniques to develop evidence specific to the Latent Prints, such as powders, light sources, and chemical methods.
- Collect unknown samples for the assigned unit, which may include, but is not limited to, lifting, casting, extracting, swabbing, and photography.
- Use dedicated systems to enhance the collected unknown samples.
- Analyze samples with instrumentation specific to the assigned unit, which may include, but is not limited to, microscopes, lasers, camera equipment, chromatography instrumentation, genetic analyzers, centrifuges, and thermal cyclers.
- Compare unknown samples to known standards.
- Use databases to search samples to determine the identity of sample contributors.
- Author a technical record of examinations conducted on evidence once competency has been obtained.
- Participate in the technical and administrative review of casework.
- Receive and respond to calls from customers regarding evidence tracking, status of cases, and educating on procedures and practices.

**Duty 3:** Testify in court.

- Review case records in preparation for trial.
- Prepare necessary exhibits or documents for trial.
- Testify to the analytical results and conclusions at local, state, and federal court.
- Interact with customers such as judges, prosecutors and defense council, and law enforcement regarding discipline and case specific topics.

**Duty 4:** Crime scene response.

- Respond to major criminal investigations to assist with the collection and preservation of physical evidence for laboratory examination.
- Testify to duties performed while serving on the Crime Scene Response Team (CSRT).
- Lead a CSRT as the crime scene coordinator.

**Duty 5:** Research and training.

- Responsible for Latent Prints specific training for scientists, examiners, and technicians within the Latent Prints Unit.
- Work on research projects related to the Latent Prints Unit.
- Instruct law enforcement officers and other criminal justice customers on submission guidelines and laboratory practices and procedures.
- Research journal articles, publications, court rulings, etc. related to the Latent Prints Unit.
- Attend meetings, seminars, conferences, etc. to share and gain new knowledge related to Latent Prints Unit.

**Types of decisions made independently and whom or what those decisions affect:** Prioritizing casework, selecting procedures for analysis, approving use of leave. Those affected include police agencies, prosecutors, and unit members.

**Types of decisions that require the supervisor's review:** Bargaining contracts, labor relations matters, responses to FOIA/court orders and technical matters beyond those outlined in the procedure manuals.

**Physical effort used to perform this job and environmental conditions of this position:** Lifting up to 30 pounds and carrying that load for a distance of up to 100 feet over uneven terrain; walking; standing; kneeling; bending; squatting; climbing stairs; driving a motor vehicle. Daily exposure to biohazardous materials and hazardous chemicals in a laboratory environment.

Work long hours without proper rest at prolonged crime scene responses. Responses may include extreme heat or cold, may be damp or wet, and may contain repulsive odors.

**Names and classes and levels of employees whom this position immediately supervises:**

**The essential functions of this position:** Provide first line supervision to scientists and technicians in the Latent Prints Unit.

**The function of the position's work area and how it fits into that function:** This position is in one of the multiple State Police Forensic Laboratories.

These Laboratories conduct analysis and provide courtroom testimony related to criminal investigations in a variety of forensic disciplines.

This position provides supervision over the Latent Prints Unit.

**Minimum education, experience, and credentials typically needed to perform the position's essential functions:**

**EDUCATION:**

Possession of a bachelor's degree in forensic science, chemistry, biochemistry, biology, microbiology, or a related pure or applied science.

**EXPERIENCE:**

**State Police Laboratory Manager 14**

Two years of experience equivalent to a Forensic Scientist 12 or a State Police Specialist (Sergeant) or State Police Sergeant 12 in the State Police Forensic Science Division.

**Alternate Education and Experience**

**State Police Laboratory Manager 14**

For the Firearm specialty area, possession of a bachelor's degree in any major and two years of experience as a State Police Specialist (Sergeant) or State Police Sergeant 12 in the State Police Forensic Science Division may be substituted for the education and experience requirement.

For the Latent Prints and Questioned Documents specialty areas, possession of a bachelor's degree in natural science, criminal justice, forensic science, or a related pure or applied science with 8 semester hours in chemistry and two years of experience as a State Police Specialist (Sergeant) or State Police Sergeant 12 in the State Police Forensic Science Division may be substituted for the education and experience requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of forensics and laboratory equipment/instrumentation. Strong ability to keep detailed records. Excellent communication skills, tactfulness, well-groomed appearance, and ability to testify in court as an expert witness.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.