

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): Seized Drugs 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: Seized Drugs 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 is primarily responsible for ensuring technical compliance with unit, departmental, and division policies for all scientists, examiners, and technicians assigned to the Seized Drugs Unit. The role also serves as the liaison between the technical leader and the Laboratory Director. Additional responsibilities include managing casework within the Seized Drugs Unit, overseeing discipline-specific training until competency is achieved, and serving as acting Laboratory Director in the Director's absence. 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 Seized Drugs Unit.

- Assigns and directs work, reviews reports, and monitors court testimony in area of expertise.
- Plans for growth of both units.
- Maintains instrumentation and supplies.
- Keeps the laboratory director apprised of the activities of both units.
- Attends both Biology and Seized Drugs Supervisor meetings.
- Acts in the capacity of the Laboratory Director in their absence.

Duty 2: Takes part in the evaluation, analysis, and examination of physical evidence in the supervisor's area of expertise, according to the unit's needs.

- Know and understand the submission guidelines.
- Strictly adhere to and stay informed of new technologies, policies, and procedures.
- Must be innovative in the approach to difficult, unusual, or complex case analysis.
- May use databases to search samples to determine the identity of sample contributors.
- Author a technical records examination 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.
- Has in-depth knowledge of procedures and practices beyond the level of journeyman.
- Must have a broad working knowledge of all aspects of forensic science and the principals of criminal law and investigation.

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.

- Ensures equipment maintenance, employee training, and CSRT procedures are being followed.
- Has sufficient knowledge of the workings of the entire laboratory to ensure that all evidence is recognized, collected, and preserved for later evaluation in the laboratory.
- Works well with other departments and organizations in combined efforts toward solving crimes through on-scene investigations.

Duty 5: Research and Training.

- Responsible for Seized Drugs specific training for scientists, examiners, and technicians within the Seized Drugs Unit.
- Work on research projects related to the Seized Drugs Unit.
- May be called upon to teach law enforcement officers and other criminal justice customers about submission guidelines and laboratory practices and procedures.
- Read journals articles, publications, court rulings, etc. related to the Seized Drugs Unit.
- Attend meetings, seminars, conferences, etc. to share and gain new knowledge related to the Seized Drugs 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 Seized Drugs 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 Seized Drugs 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:

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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

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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:

Possession of a valid Michigan driver's license.

State Police uniform personnel must be absent of a criminal record of felony convictions which would prohibit the applicant from receiving, possessing, and carrying a firearm.

Maintains professional memberships in organizations affiliated with forensic science standards and requirements and adheres to all ethics, programs, and other mandates of these organizations.