

Position Summary

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

Position Code: STPLMGR3A20N

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

Working Title (What the agency calls the position): Laboratory Manager

Name and Position Code Description of Direct Supervisor: VOGEL, ASHLEIGH J; STATE POLICE LAB DIRECTOR

Department/Agency: STATE POLICE

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

Division: Forensic Science Division

Section: Grand Rapids Forensic Laboratory

Unit: Firearms and Toolmarks Unit

Work Location (City and Address)/Hours of Work: 2290 4 Mile Rd. NW, Grand Rapids, MI 49544 / 8 a.m. thru 5 p.m., 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 Firearms and Toolmarks Unit. The role also serves as the liaison between the technical leader and the Laboratory Director. Additional responsibilities include managing casework within the Firearms and Toolmarks 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: Supervise scientists/examiners and technicians within the Firearms and Toolmarks 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.
- May serve as acting laboratory director.

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.
- May use a variety of processing techniques to develop evidence specific to the Firearms and Toolmarks, 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.
- May use dedicated systems to enhance the collected unknown samples.
- May 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.
- May 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.
- May lead a CSRT as the crime scene coordinator.

Duty 5: Research and training.

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

FOERCH, VANESSA R	FORENSIC SCIENTIST-A 12
ANWAY, SYDNEY L	FORENSIC SCIENTIST-E P11
RICE, TOMMIE L	FORENSIC SCIENTIST-E 9
CONN, EMILY	FORENSIC SCIENTIST-E 9
KRANSTZ- SNOWDEN, ALLYSON N	FORENSIC TECHNICIAN-E E10
KARSTEN, RUSSELL J	STATE POLICE SPECIALIST SGT 12
TROMP, JORDAN A	STATE POLICE SPECIALIST TPR 11

The essential functions of this position: Provide first line supervision to scientists and technicians in the Firearms and Toolmarks 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 Firearms and Toolmarks 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.