

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
CRIMINALIST SUPERVISOR

DEFINITION

Supervises a unit of the Division of Criminal Investigation (DCI) Crime Laboratory and performs varied and complex tests and analyses of physical substances as a part of the scientific investigation of crimes; performs related duties as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules and assignments; administers personnel policies and procedures.

Identifies and compares materials such as glass, paint, soil, flammable materials, metals, greases, ink, alcoholic beverages, gun powder residues or other hard trace evidence to ascertain if they came from a common source or determine what the item is.

Identifies and conducts quantitative analysis of drugs and alcoholic substances.

Analyzes physiological stains such as blood and body fluids to determine, identify, and group as to origin or species.

Presents testimony at grand jury proceedings, preliminary hearings, or trials in order to interpret, present and clarify evidence and test results.

Analyzes body fluids and tissues to ascertain the presence of drugs, narcotics, alcohol or poisons for toxicology purposes.

Analyzes and compares handwriting, printing, typewriting, type-set print, photographs and other types of printed material to ascertain the author of the material or demonstrate relationships between two materials.

Identifies and compares fingerprints, footwear, foot and palm impressions, tire treads and serial numbers to identify persons and/or materials used in criminal activities.

Identifies and compares toolmarks, fired bullets, cartridge cases, distance determinations, firearm discharges and residues to determine the physical and chemical aspects of unknowns and to show similarities to knowns.

Conducts analysis using new equipment, procedures or techniques to determine their potential for the laboratory and establishes guidelines for their use.

Writes laboratory reports on analysis conducted on physical evidence to reflect the identification, grouping or characteristics of materials that have been submitted for analysis.

Trains new Criminalists in laboratory procedures and the forensic sciences.

Reviews reports submitted by Criminalists to assure complete and accurate documentation of cases.

COMPETENCIES REQUIRED

Knowledge of the principles, theories and practices of biology, chemistry, toxicology, physics, and microanalysis as they relate to criminal investigation.

Knowledge of the nature of physical evidence and the proper collection procedures and documentation of physical substances obtained in criminal investigations.

Knowledge of proper instrumentation, chemicals and other materials used in the laboratory.

Knowledge of journals, textbooks and other information resources and their application to a specific analysis.

Knowledge of the laboratory and agency policies, procedures, and guidelines.

Knowledge of the principles and practices of modern supervisory methods including: hiring, terminating, conducting employee performance evaluations, administering collective bargaining contracts, and other functions of a first-line supervisor.

Ability to maintain composure while under cross-examination in a courtroom atmosphere.

Ability to plan and review the work of personnel supervised to ensure efficient operations and accurate results.

Ability to follow laboratory procedures, observe reactions, record and interpret results, and arrive at conclusions.

Ability to adapt theories and principles of natural and physical sciences to problems encountered in the analysis of substances.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four year college or university with a degree in forensic science, chemistry, biology, physics or a closely related physical or natural laboratory or management sciences and the equivalent of five years of full-time experience in a crime laboratory involving analysis in the criminalistics or forensic sciences;

OR

an equivalent combination of experience and education, substituting thirty semester or equivalent hours of graduate study in one of the physical or natural laboratory or management sciences mentioned above for each year of the required work experience to a maximum substitution of three years;

OR

employees with current continuous experience in the state executive branch that includes the equivalent of 36 months of full-time experience as a Criminalist shall be considered as qualified.

SPECIAL REQUIREMENT

All applicants must pass a thorough background investigation conducted by the Division of Criminal Investigation.

Effective Date: 11/06 CH