City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Police Forensic Laboratory Director</th>
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<tr>
<td>Job Code:</td>
<td>PFLD</td>
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<td>Job Family:</td>
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<td>Pay Grade:</td>
<td>NU23</td>
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<td>Date Revised:</td>
<td>2/08/2022</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** The Police Forensic Laboratory Director plans and directs activities of the Police Department Evidence Section and Forensic Laboratory. This key leadership role, which is part of Police Command Staff, manages the daily operations and staff of the Evidence Section and is also responsible for ensuring compliance to all accreditation requirements set forth by ANAB (ANSI National Accreditation Board) - the Evidence Sections Accrediting body.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Plans, coordinates, and directs short- and long-term operations and strategic planning and oversees the management and maintenance of the laboratory facility.
- Directs programs for support of criminal investigations; including training of laboratory and police/patrol staff.
- Reviews research, testing, quality control, and other operational reports to ensure that quality standards, efficiency, and schedules are met and provides technical guidance to laboratory and other department personnel.
- Communicates results of laboratory activities to laboratory personnel, management, and professional and technical societies.
- Advises management, technical personnel, and representatives of other organizations of activities.
- Prepares reports and prepares and administers laboratory budgets.
- Must be available for call-out on a 24-hour basis, including responding to crime scenes and providing technical guidance to laboratory and other department personnel.
- Oversees and monitors progress of various laboratory services including fingerprint examinations, chemical analysis, audio-visual, crime scene investigation and property management. Investigates and documents problems and implements necessary corrective actions.
- Conducts routine audits and inventories of the various functions of the laboratory, and writes annual internal audit reports for ANAB and Year End Reports for the Captain of the Criminal Investigation Division and the Chief of Police.
- Serves as the Evidence Section Quality Manager; in this capacity the Director is responsible for managing all aspects of the Evidence Sections Quality Management System in accordance with ISO/IEC 17025:2017 and ANAB. Serves as the direct contact for ANAB; is responsible for providing necessary reports and documentation when ANAB conducts annual audits and addresses any issues encountered during these audits.
- Builds and maintains effective working relationships within the laboratory, patrol officers, outside agencies, attorneys, court personnel and the general public.
Qualifications:

Education and/or Experience:

Master’s degree with major coursework in forensics, natural or physical science or a bachelor’s degree in forensics, natural or physical science and four years related supervisory or management experience.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to moving mechanical parts; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat and vibration. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to taste or smell. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

Other Skills and Abilities:

Must be available for call-out on a 24-hour basis.