

## **FORENSIC EVIDENCE PROCESSING TECHNICAL LEADER**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Forensic Evidence Processing Technical Leader performs highly specialized forensic evaluations and/or examinations in connection with complex casework or evidence processing. Technical Leaders provide quality assurance program support through technical oversight, and leadership in the forensic disciplines. Technical Leaders are casework performing analysts who report directly to the Unit Supervisor and work in collaboration with the Quality Manager (QM) in the performance of their assigned quality assurance duties. Technical Leaders are responsible for monitoring the quality of analysis, including compliance with the ISO/IEC 17025- Requirements and the ANSI National Accreditation Board (ANAB) Forensic Science Testing and Calibration Laboratories Accreditation Requirements, within their disciplines and make recommendations for quality improvement. Working in conjunction with the QM, the Technical Leader is responsible for the quality assurance program for their respective units. As such, the Technical Leader is the primary point of contact for the Quality Manager and analysts in the discipline regarding technical issues. Forensic Scientist Technical Leaders may be established for the following forensic areas: Evidence Processing.

**Technical Leader Responsibilities Include:** Annual review of unit procedure and training manuals and participation in the annual Forensic Services Biannual Management Review. Making recommendations for changes to verify that the discipline procedure and training manuals, and the quality system manuals accurately reflect established standards and comply with the following standards: ISO/IEC 17025 and ANAB Forensic Science Testing and Calibration Laboratories Accreditation Requirements; providing feedback to unit members regarding technical procedures, training program requirements, novel technologies, national forensic science discipline trends and issues, and QA/QC standards; performing review of casework within the discipline to evaluate consistent use of technical procedures within each discipline and compliance to quality assurance standards; with the Unit Supervisor, assigned trainer and QM, developing the training plan for analysts in the discipline and reviewing the training plan to confirm compliance with discipline training program requirements; with the assigned trainer and Unit Supervisor, evaluating, reviewing and documenting the analyst's progress toward meeting the training plan goals, making recommendations for supplemental training or retraining as needed, and notifying the Unit Supervisor in writing that the trainee has completed the training plan; researching, reviewing, and monitoring quality control practices, best practice or peer consensus within the discipline and making recommendations to the Quality Manager for corrective or preventive action for improvement. In addition, for analytical processes/procedures not explicitly outlined in the discipline procedure manual, determining best practice; designing and submitting proficiency test plans to the Quality Manager and monitoring results; researching and evaluating new analytical procedures, equipment or technologies and making recommendations to the Quality Manager for implementation within the discipline and overseeing the development of research and validation projects and endorsing any proposed research or validation project prior to Supervisor approval. With the Quality Assurance Manager, monitoring research or validation projects to evaluate progress and reviewing research and validation data; performing an annual review to address discipline specific technical needs (examples: training, equipment, resources) involving research and evaluation of new technologies, training, equipment, and quality assurance/quality control practices and requirements. The plan recommendations are presented to management for consideration and incorporation into Forensic Services Biennial Management Review; serving as the primary point of contact for the Quality Manager and analysts for resolving daily technical issues and problem solving within a given discipline and assisting with resolving any technical differences of opinion; assisting the Quality Manager with

performing root cause analysis involving technical nonconformities to discipline procedures and/or ISO standards and evaluating the nonconformity, performing root cause analysis and making recommendations for corrective action or preventive action; serving as the liaison between the unit members and the Quality Manager and making sure effective communication occurs with all members of the discipline, and with management; has delegated authority from the Quality Manager to terminate testing in their discipline or an individual in the event of a major technical problem with either a technical procedure or instrument/equipment; resolving the issue, performing root cause analysis, making recommendation for corrective and/or preventive action, and communicating such action through the appropriate chain of command must occur; and informing the unit Supervisor of all technical operations.

**In addition to the Technical Leader responsibilities, each Forensic Evidence Processing Technical Leader is responsible for performing the following casework in their unit assignments:**

***Evidence Processing Unit Assignment:*** A Forensic Evidence Processing Technical Leader assigned to the Evidence Processing Unit is responsible for processing physical evidence submitted to the Police Department Forensic Services. Duties include: visual examination and chemical processing of physical evidence; preparation of samples for DNA analysis; using advanced photography techniques to document evidence; and collect and preserve physical evidence. Incumbents in the classification may also respond to crime scenes to consult or use chemical processes for which they are qualified and authorized. Other related duties include writing and reviewing technical reports, conducting training, and performing related duties.

**Distinguishing Features:** The Forensic Evidence Processing Technical Leader is a civilian position assigned to Forensic Services in the Police Department. This position is part of the management team in Forensic Services. Incumbents in this class will provide guidance and training to Forensic Services personnel or Crime Scene Specialists whose duties include evidence processing. This class is supervised by a Forensic Services or Forensic Scientist Supervisor who reviews work through reports, meetings, observations, and overall results achieved. The work requires exposure to hazardous chemicals and evidence that may be biohazardous or carcinogenic. This class is FLSA nonexempt.

## **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from an accredited college or university with an Associate's Degree or at least 64 credit hours of college coursework towards a Bachelor's Degree. Four years of full-time experience working as a Crime Scene Specialist in the Evidence Processing Unit for the Mesa Police Department or a law enforcement agency or four years of full-time experience working in a laboratory processing evidence.

**Special Requirements.** Must possess a valid Arizona Driver's License by the hire date. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Graduation from an accredited college or university with a Bachelor of Science in Biology/Biochemistry, Chemistry, or Forensic Science. Experience in an internationally accredited laboratory actively engaged in the forensic sciences.

## **ESSENTIAL FUNCTIONS**

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Communicates with sworn officers, coworkers, supervisors, and the public in answering questions, processing evidence from crime scenes, explaining procedures, and handling complaints. Instructs and/or trains others in the classroom and in the field regarding evidence processing techniques. Gives presentations at citizen academies, public schools, and college classes. Testifies in court. Produces detailed written reports. Provides feedback to unit members regarding technical procedures, training program requirements, novel technologies, national forensic science discipline trends and issues, and QA/QC standards.

**Manual/Physical:** Visually examines items of evidence for the collection and preservation of any additional trace evidence. Photographs, processes, and lifts latent prints. Uses special lighting techniques and equipment to make latent physical evidence visible. Works around or uses potentially hazardous materials requiring the use of specialized equipment. Tests and evaluates new photographic techniques and equipment. Operates a computer using various software programs and information management systems. Extended bending, twisting, as well as lifting heavy items may be required.

**Mental:** Evaluates and verifies the work of other personnel. Determines procedures/methodology to be used when collecting, and processing evidence. Comprehends and makes inferences from written material, including procedure manuals and departmental administrative and field orders in order to learn and apply evidence processing techniques. Performs review of casework within the discipline to evaluate consistent use of technical procedures within each discipline and compliance to quality assurance standards with the Unit Supervisor, assigned trainer and QM. Develops the training plan for analysts in the discipline and reviews the training plan to confirm compliance with discipline training program requirements with the assigned trainer and Unit Supervisor. Evaluates, reviews, and documents the analyst's progress toward meeting the training plan goals, making recommendations for supplemental training or retraining. Researches, reviews, and monitors quality control practices. Performs an annual review to address discipline specific technical needs. Learns job-related material in a classroom setting and through on-the-job training regarding the processing and preservation of physical and photographic evidence.

**Knowledge and Abilities:**

Knowledge of:

International accreditation standards;  
Occupational Safety and Health Administration (OSHA) Safety requirements;  
Safety Data Sheets (SDSs);  
applicable Arizona State Revised Statutes;  
applicable scientific technical working Groups requirements (for Discipline/Unit assigned);  
applicable professional organizations (for Discipline/Unit assigned);  
law enforcement activities;  
the organization of a police department; and  
the functions of a police forensics laboratory.

Ability to:

observe and recall details;  
perform photographic techniques and methods including the use of a variety of digital equipment, lighting, filtration, and ultraviolet techniques;  
use powders and chemicals to process for latent fingerprints and subsequent lifting/photographing;  
perform standard techniques for classification, development, transfer, and chemical processing of fingerprints;  
perform the techniques for gathering and preserving physical evidence;  
use the rules of evidence and court methods and procedures;  
use the hazards and safety precautions related to chemicals, and equipment used in processing evidence;  
present accurate and professional testimony in court;  
train volunteers, citizens, and department personnel in the forensic disciplines and functions of the Forensic Services;  
train interns, volunteers, and Crime Scene Specialists in evidence processing techniques, and evaluate their ability to conduct these duties; and  
establish and maintain effective working relationships with associate personnel, federal, state, and regional law enforcement agencies, court personnel, and the public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

New 1/24

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EEO-Tech

JOB FCTN-TEC

INCREMENTS 40-200

PAY GRADE: 49

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