UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, State Crime Laboratory

DIVISION: Academic Affairs (College of Pharmacy)

REPORTS TO: Chair, Biomedical Sciences/Dean, College of Pharmacy

GRADE: 16

SUPERVISES: Professional, technical crime laboratory personnel and other university faculty and staff who assist the crime laboratory in evidence analysis; secretarial staff in the preparation of all material pertinent to the day-to-day operation of the State Crime Laboratory; uniformed and non-uniformed law enforcement officers in the proper collection and packaging of a wide variety of forensic evidence; graduate and undergraduate students working in the laboratory.

BASIC FUNCTION:

Directs the day-to-day operation of the State Crime Laboratory, especially in the areas central to its activities, such as arson analysis, firearm and toolmark analysis, serology and other trace analysis, including glass, fibers, hair, etc. Using chemical, physical and/or instrumental techniques, examines a large variety of physical evidence submitted to the State Crime Laboratory by municipal, state and federal law enforcement and fire investigation agencies. Responsible for the independent analysis of complex and/or unprecedented samples which may require method development or modification. Based on the evidence submitted and the type of criminal offense, determines the specific methods and procedures to be used for analysis. Provides analytical expertise in two or more forensic specialty areas, based on education and experience. Prepares written reports which evaluate and interpret the results of analyses and draw valid conclusions based on the data obtained. Explains analytical procedures and interprets results for law enforcement officers and attorneys. Based on laboratory examinations, provides expert testimony in court. Coordinates the collective participation of other university faculty and staff in evidence examination when necessary. Participates in the graduate program of the Department of Biomedical Sciences. Prepares and coordinates grants for appropriate equipment, research and the publication of research results.
ESSENTIAL DUTIES AND RESPONSIBILITIES:

Shall have general supervision over the administration of the State Crime Laboratory and shall enforce the provisions of Rhode Island General Laws, Chapter 12-1.2 (1958 as amended). Recommends to the State Crime Laboratory Commission such rules and regulations as he may deem necessary to effectuate the provisions of this chapter, and shall be responsible for the administration of the policies established by the Commission.

Responsible for preparing an annual operating budget and submitting it to the Dean of the College of Pharmacy at URI, Executive Secretary to the Commission, who will in turn submit it to the Commission.

Collects, develops, and maintains statistical information, records, and reports as the Executive Secretary or as the Commission may determine, and transmits quarterly to the Executive Secretary or the Commission a report of the operations of the State Crime Laboratory for the preceding quarter. Provides such records, reports or other information pertaining to the operation of the State Crime Laboratory whenever requested by the Executive Secretary or the Commission.

Exercises all powers and performs all duties necessary and proper in carrying out his responsibilities as may be directed by the Executive Secretary or the Commission.

Receives and maintains custody of physical evidence; maintains log book(s) of State Crime Laboratory casework; reviews background materials submitted with evidence and pertinent agency regulations and other relevant material.

Studies the type of evidence received, time available for analysis, circumstances surrounding the crime, the requirements established by laboratory, police and general law and determines the general approach necessary for effective examination of the physical evidence. Coordinates the examination of evidence by persons other than crime laboratory staff when necessary.

Researches established methodologies and relevant literature to determine applicable methods to be used. Provides and/or seeks advice concerning methodology problems in the specialty area to/from forensic examiners in other state, local or federal law enforcement agencies. Interacts with other crime laboratory directors on a continuing basis.

Performs complex evidence examinations that require wet chemistry and instrumental procedures such as microscopic, chromatographic, spectroscopic and photographic techniques. Interprets and evaluates data from examination results to determine their validity, scientific significance and evidentiary value that will provide the most information possible. Operates, maintains and calibrates various equipment and instrumentation.
Writes reports that state the interpretation and conclusions of the results of examinations as they pertain to the evidentiary value of the results. Testifies in courts of law on cases examined and instructs attorneys on evidentiary value or significance of the results of examination.

Trains and supervises other State Crime Laboratory personnel on analytical techniques used for the examination of evidence in specialty area.

Determines analytical equipment needs for the State Crime Laboratory; evaluates new instruments and changes/updates in existing instruments; recommends repair and/or purchase of new instruments and equipment.

Participates in crime scene processing and provides instruction to investigating officers on the proper collection and preservation of physical evidence at a crime scene.

Prepares and presents lectures and/or laboratory tours on the functions of the State Crime Laboratory for specific groups upon request.

**OTHER DUTIES AND RESPONSIBILITIES:**

Communicates the importance of the examinations performed to law enforcement and laboratory personnel and other interested individuals or groups.

Prepares, submits and defends the annual budget reports and requests for the State Crime Laboratory to the Commission and the State Legislature when necessary.

Testifies before the various State Legislative Committees on issues concerning the function of the State Crime Laboratory.

Prepares and coordinates Federal, State and/or private grants for appropriate equipment, research and the publication of research results.

Perform other duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers and word processing, database management and spreadsheet software; must be a member of an appropriate professional organization (e.g. AAFS, NEAFS, IAI, NEDIAI, RICA, etc.).

**ENVIRONMENTAL CONDITIONS:**

This position is subject to inside and outside work and extreme cold and hot temperatures can be encountered. The potential exists where noise, vibration, hazards, atmospheric conditions, and oils might also be encountered. Wearing of protective ear and eye-wear and/or a respirator may be required. May be exposed to organic and inorganic chemicals and low level radioactive material. May come in contact with biological fluids and associated biological pathogens, such as hepatitis B and HIV viruses.
QUALIFICATIONS:

Doctorate degree in the physical or life sciences and five years of experience in a forensic laboratory and at least two years of supervisory or laboratory management experience; or a master's degree in the physical or life sciences and eight years of relevant experience with at least two years of supervisory or laboratory management experience required. Must have experience in forensic laboratory operations, including budget preparation. Must have a working knowledge of the following: the various disciplines of forensic science; computer hardware and software for the preparation of administrative reports and budgetary spreadsheets; legislation concerning the State Crime Laboratory (R.I.G.L. Chapters 12-1.1 and 12-1.2, 1958 as amended), and the legislative process. A general knowledge of quality control/quality assurance programs is also required. Must be knowledgeable in forensic specialty methodology and analytical equipment used in a crime laboratory. Must be able to determine specific data to be obtained and the approach, methods and procedures to be used. Must be able to adapt and modify methods and procedures and determine information and methods needed for completion. Must be skilled in analyzing, evaluating and interpreting chemical and instrumental examinations results. Must be able to conduct research, analyze complex or unprecedented samples, identify unknown material and compare questioned and known samples to determine common origin. Must be knowledgeable of proper crime scene investigation and collection and preservation of physical evidence and of the federal, state and municipal regulations. Knowledge of rules of evidence and courtroom procedures is required. Must be able to give clear and precise testimony in courts of law and be capable of being court qualified in at least two specialty areas of forensic science in the court system of the State of Rhode Island. This position requires that the incumbent possess the ability to communicate effectively orally and in writing. Must be able to organize, coordinate and supervise support staff. Must be able to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others. Must be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports. Must be able to prepare and deliver oral presentations before small, medium and large groups of people.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.