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Developed by:....DH; EPL
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Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Director, State Crime Laboratory
DIVISION: Academic Affairs (College of Pharmacy)
REPORTS TO: Dean, College of Pharmacy
GRADE: 17
SUPERVISES: Professional, technical, administrative staff; faculty; law enforcement officers; interns, graduate/undergraduate students

BASIC FUNCTION:

Direct 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, fingerprint analysis, 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, determine the specific methods and procedures to be used for analysis. Provide analytical expertise in two or more forensic specialty areas, based on education and experience. Prepare written reports which evaluate and interpret the results of analyses and draw valid conclusions based on the data obtained. Explain analytical procedures and interpret results for law enforcement officers and attorneys.

Based on laboratory examinations, provide expert testimony in court. Coordinate the collective participation of other university faculty and staff in evidence examination when necessary.

Participate in the graduate program of the Department of Biomedical Sciences. Prepare and coordinate grants for appropriate equipment, research, and the publication of research results. Act as a co-director for the URI Forensic Science Partnership.

Oversee the quality assurance program of the Laboratory and maintain the State Crime Laboratory's accreditation status under ISO/IEC 17025:2017 standards or its successor standards.

Serve as the chair of all search committees to fill position openings within the State Crime Laboratory following all policies of the University's Human Resource (HR) and Affirmative Action Equal Opportunity Diversity (AAEOD) departments,

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise the administration of the State Crime Laboratory and enforce the provisions of Rhode Island General Laws, Chapter 12-1,2 (1958 as amended).

Recommend to the State Crime Laboratory Commission such as deemed necessary to effectuate the provisions of responsible rules and regulations for the administration of the policies Commission. this chapter and be established by the

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.

Identify federal grant programs for application eligibility and coordinate with appropriate agencies in the application for extramural laboratory funding. Responsible for required reporting on the progress of grant funded programs.

Collect, develop, and maintain statistical information, records, and reports as the Executive Secretary or as the Commission may determine, and transmit quarterly to the Executive Secretary or the Commission a report of the operations of the State Crime Laboratory for the preceding quarter. Provide such records, reports or other information pertaining to the operation of the State Crime Laboratory whenever requested by the Executive Secretary or the Commission.

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

Ensure that all appropriate quality improvement processes are in place and designated accreditation standards and staff certifications are met.

Determine the Laboratory's computer, networking, and printing needs, Responsible for the administration of the Laboratory Information Management System (LIMS) and related servers used within the Laboratory and University.

Receive and maintain custody of physical evidence. Maintain logbook(s) and electronic records of State Crime Laboratory casework. Review background materials submitted with evidence and pertinent agency regulations and other relevant material. Maintain the case records associated with all cases received and processed by the Laboratory.

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

Research established methodologies and relevant literature to determine applicable methods to be used.

Provide and/or seek advice concerning methodology problems in the specialty area to/from forensic examiners in other state, local or federal law enforcement agencies. Interact with other crime laboratory directors on a continuing basis.

Perform complex evidence examinations that require wet chemistry and instrumental procedures such as microscopic, chromatographic, spectroscopic, and photographic techniques. Interpret and evaluate data from examination results to determine their validity, scientific significance and evidentiary value that will provide the most information possible. Operate, maintain, and calibrate various equipment and instrumentation.

Write reports that state the interpretation of the results of examinations as **they pertain to the evidentiary value of the results. Testify in courts of law** on cases examined and instruct attorneys on evidentiary value or significance of the results of examination.

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

Coordinate and participate in Forensic Sciences Partnership activities, including the ongoing Forensic Sciences seminar series.

Determine analytical equipment needs for the State Crime Laboratory. Evaluate new instruments and changes/updates in existing instruments. Recommend repair and/or purchase of new instruments and equipment. Oversee validation of new methods and instruments per ISO/IEC accreditation standards or subsequent standards. Prepare the documentation for the purchase of instrumentation, instrumentation service contracts and external personnel contracts as necessary.

Participate in crime scene processing, when requested, and provide instruction to investigating officers on the proper collection and preservation of physical evidence at a crime scene.

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

OTHER DUTIES AND RESPONSIBILITIES:

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

Prepare, submit, and defend the annual budget reports and requests for the State Crime Laboratory to the Commission and the State Legislature when necessary.

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

Act as co-coordinator of the URI Forensic Science Partnership.

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

Oversee the IAFIS (FBI) and NIBIN (ATF) database systems utilized by the Laboratory.

Perform other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software. Evidence of membership of an appropriate professional organization (e.g., AAFS, NEAFS, IAI, NEDIAL, RICA, OSAC, etc.) PeopleSoft, HRA, InfoED and other grant management reporting systems.

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 eyewear 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, HIV, and COVID 19 viruses.

QUALIFICATIONS:

REQUIRED: Doctorate degree in the physical or life sciences with a minimum **five years of experience in a forensic laboratory (including two years of supervisory or laboratory management experience)**, OR, Master's degree in the physical or life sciences with eight years of experience in a forensic laboratory (including two years of supervisory or laboratory management experience); Demonstrated experience in forensic laboratory operations, (including budget preparation); Demonstrated working knowledge of forensic science disciplines; Demonstrated working knowledge of computer hardware and software for the preparation of administrative reports and budgetary spreadsheets; Demonstrated working knowledge of 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; Demonstrated knowledge of quality control/quality assurance programs; Demonstrated knowledge in forensic specialty methodology and analytical equipment used in a crime laboratory; Demonstrated ability to determine specific data to be obtained and the approach, methods, and procedures to be used; Demonstrated ability to adapt and modify methods and procedures and determine information and methods needed for completion; Demonstrated ability to analyze, evaluate, and interpret chemical and instrumental examinations results; Demonstrated ability to conduct research, analyze complex or unprecedented samples, identify unknown material, and compare questioned and known samples to determine common origin; Demonstrated knowledge of proper crime scene investigation and collection and preservation of physical evidence and of the federal, state, and municipal regulations; Demonstrated knowledge of rules of evidence and courtroom procedures; Demonstrated ability 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; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated ability to interpret institutional policies, plans, objectives, rules, regulations, and communicate the interpretation to subordinates and others; Demonstrated

ability to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports; and, Demonstrated ability to work with diverse groups/populations.

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