

February 21, 2002

DRUG CHEMISTRY SECTION POLICY/PROCEDURE 95-DCS-7

EFFECTIVE DATE: **February 21, 2002**

TO: Drug Chemistry Section

FROM: SAC Deena J. Koontz

SUBJECT: Special Duty Assignments

To increase the efficiency and effectiveness of the Drug Chemistry Section, chemists will be assigned the following Special Duty Assignments in addition to their assigned casework:

Coordinator for the Chemist Training Program

This position is responsible for the Section=s Chemist Training Program and for updating and modifying the program to ensure that it provides the training and knowledge that is needed for a forensic drug chemist. This position is responsible for ensuring that new chemists successfully complete the Chemist Training Program, thereby receiving the training and the knowledge necessary to perform the job of a forensic drug chemist. This process includes testing, evaluating, and documenting the chemist=s performance in the Chemist Training Program.

This position is responsible for overseeing and coordinating training assignments with other Section chemists who have been assigned to assist with the training of new chemists in the Chemist Training Program.

Section Training Coordinator

This position is responsible for scheduling training activities for personnel outside of the Section. These training activities include: scientific seminars and schools; forensic conferences and schools; schools for the operation and maintenance of the Section=s instruments; etc. This position is responsible for identifying the training needs for the chemists in the Section and for preparing an annual training schedule which lists the training needs of the chemists. This position works with the Supervisor to prioritize the training schedule based on budget considerations and the overall needs in the Section. This position serves on the Crime Laboratory Training Committee, which helps plan the training activities of the SBI Academy, SHP Academy, and

other law enforcement training. This position serves as an instructor in these law

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enforcement training activities and also assists in the training of new chemists in the Section=s Chemist Training Program.

Safety Officer

This position is responsible for overseeing the health and safety procedures for the Section as set forth in the **Department of Justice Safety and Health Manual** and the **Crime Laboratory Safety Manual**. This position is responsible for conducting safety and health inspections in the Section and for overseeing accident investigations and reporting for Section personnel. Requirements for this position should include the completion of the Clandestine Laboratory Safety Training and Certification and the annual re-certification training.

This position is responsible for overseeing and coordinating the duties of other Section chemists who have been assigned to assist with safety and health issues in the Section.

Coordinator for the Toxicology Unit

This position is responsible for overseeing the operations of the Toxicology Unit. This position ensures that the instruments are properly maintained, calibrated, and that a file containing calibration reports and service and repair work is kept on each instrument. This position ensures that quality control procedures are followed and proper records are maintained for reagents, calibration standards, and evidence present in the Toxicology Unit.

This position is also responsible for overseeing the work of other chemists assigned to the Toxicology Unit. This includes ensuring that correct analysis procedures, quality control procedures, and documentation procedures are being followed.

Coordinator for Utility Vehicles

This position is responsible for overseeing the operation, maintenance, and repair of all of the Section=s utility vehicles. This position is responsible for maintaining a file for each of the vehicles which includes the inspection, repair, service, and maintenance records for the vehicle.

GC/MS Instrument Coordinator

This position is responsible for overseeing the operation, maintenance, and repair of all of the Section=s GC/MS instruments and for ensuring that each of the instruments is regularly and properly calibrated. This position ensures that the instruments are properly maintained, calibrated and that a file containing calibration reports and service and repair work is kept on each

instrument.

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Infrared Instrument Coordinator

This position is responsible for overseeing the operation, maintenance, and repair of all of the Section=s infrared spectrophotometers and for ensuring that each of the instruments is regularly and properly calibrated. This position ensures that the instruments are properly maintained, calibrated and that a file containing calibration reports and service and repair work is kept on each instrument.

Ultraviolet Instrument Coordinator

This position is responsible for overseeing the operation, maintenance, and repair of all of the Section=s ultraviolet spectrophotometers and for ensuring that each of the instruments is regularly and properly calibrated. This position ensures that the instruments are properly maintained, calibrated and that a file containing calibration reports and service and repair work is kept on each instrument.

Coordinator for the Clandestine Laboratory Investigating Team

This position is responsible for overseeing the overall operations of the clandestine laboratory investigating team. This duty includes assuring that the clandestine laboratory response kit is properly maintained, team members are kept up to date with any pertinent information related to clandestine laboratory investigations, ensures consistency in writing and reviewing of reports and coordinates the review of each clandestine laboratory with the members of the Section.

Clandestine Laboratory Investigating Team

These positions are responsible for assisting in the investigations of clandestine laboratories, including the search and seizure of the laboratories and the analysis of evidence from the laboratories. These positions require the successful completion of the Clandestine Laboratory Safety Training and Certification and the annual re-certification training. These positions also assist with environmental investigations, chemical spills and incidents, and hazardous waste handling and control.