

STATE OF NORTH CAROLINA OFFICE OF STATE PERSONNEL POSITION DESCRIPTION FORM (PD-102R-92)		Approved Classification: Effective Date: Analyst: (This space for Personnel Department Use Only)	
1. Present Classification Title of Position Forensic Impressions Analyst Supervisor	7. Present 15 Digit Position Number 3613 0000 000 2 205	Proposed 15 Digit Position Number	
2. Usual Working Title of Position Special Agent In Charge	8. Department, University, Commission, or Agency Department of Justice		
3. Requested Classification of Position No Change	9. Institution & Division SBI - Crime Laboratory Division		
4. Name of Immediate Supervisor	10. Section and Unit Latent Evidence Section		
5. Supervisor's Position Title & Position Number Forensic Impressions Analyst Supervisor	11. Street Address, City and County 121 East Tryon Road Raleigh, NC (Wake)		
6. Name of Employee To Be Determined	12. Location of Workplace, Bldg., and Room No. Crime Laboratory Building		

I. A. PRIMARY PURPOSE OF ORGANIZATIONAL UNIT:

The primary purpose of the Latent Evidence Section is to accept, locate, preserve, and analyze evidence in criminal cases for the presence of latent prints, footwear and tire track impressions, and other impression evidence, and to report these findings to the requesting law enforcement agency and the courts.

B. PRIMARY PURPOSE OF POSITION:

The primary purposes of this position are to direct, review and evaluate the work of subordinates, approve recommended method and technique changes, and review laboratory reports for accuracy, content and consistency with approved standards of the SBI Crime Laboratory. The Latent Evidence Section currently employs multiple disciplines to include latent print analysis, and footwear and tire track examinations, technical field assistance and expert testimony. All analysts of the section are trained to conduct latent print analyses upon completion of the in-house training program. There are a total of ten (10) agent/analysts and one (1) office assistant and all employees report directly to the supervisor of the section. This position reports directly to the Assistant Director of Crime Laboratory Services. Supervisory duties include:

- 1) Directing the performance of subordinates through section organization and monitoring of work product
- 2) Planning and directing the technical operation of the Latent Evidence Section
- 3) Communicating with subordinates, management and the Criminal Justice Community
- 4) Coordination, planning, research and development, and fiscal management of the personnel, equipment, and supplies in the section to meet established goals and objectives
- 5) Administrative management of daily section operations

C. WORK SCHEDULE:

171 hours/28 day cycle as well as required overtime hours. The regular work hours are from 8:00 am to 5:00 PM. All agents are on call 24 hours a day, seven days a week to handle crime scenes or court testimony anywhere in the state. Most agents work over the required 171 hours a month. Crime scene work may last many hours with little opportunity for rest.

Sequential Order: []

accordingly to ensure a fair and equitable evaluation process.

II. A (cont)

The supervisor must coordinate the monitoring of court testimonies to ensure each analyst is providing the court system with a professional demeanor and accurate information. Often, the supervisor must also be available to testify for analysts who are unable to appear in court for leave or other approved reasons. Further, the supervisor must be able to assign, direct and coordinate technical field assistance requests and responses to the crime scenes. This individual must be able to establish an open line of communication with requesting agencies to ensure all aspects of the response are handled in an appropriate manner.

***b. 20% Administrative and Fiscal management of the Latent Evidence Section**

The supervisor must establish realistic goals in determining the resources necessary to meet section goals and objectives. These resources include personnel, equipment, supplies, instrumentation, and training necessary for normal operation of the section. Annual budgets must be formulated and communicated to the Assistant Director of the Crime Laboratory for inclusion in the overall budget process. Within each fiscal year, the supervisor must continually monitor current resources and make any adjustments needed to ensure the smooth flow of the work product through the section.

This position is responsible for establishing and implementing section goals and objectives. The supervisor will often be called upon to assist in the formulation of the Crime Laboratory and Bureau-wide goals and objectives and to ensure these standards are effectively met in the appropriate time frame. These goals and objectives must be effectively communicated to management and staff while incorporating flexibility with ever changing technologies. Updates or modifications may be necessary periodically to maintain the overall focus of this process.

This position will regularly attend all Crime Laboratory staff meetings as required by the Assistant Director. In the event the supervisor is unable to attend, a designee must be assigned to represent the section. Section staff meetings will be routinely conducted to disseminate all pertinent information from the Supervisor=s meetings and other related section information. The supervisor will ensure all information is properly documented and provided to all absent staff members in a timely manner.

The supervisor on occasion will encounter circumstances which are not covered in existing policy and procedures. This individual will have to develop appropriate section policy and procedure to adequately rectify problem areas and disseminate these procedures to all staff members. Section policies and procedures must be developed without contradicting existing standards.

***c. 15% Coordinate the technical operations of the Latent Evidence Section**

The supervisor is responsible for directing the overall research conducted within the section for all new technologies and methodology. Considerable knowledge of current trends and awareness of future direction within the field are required to oversee this area. References and current literature must be reviewed and disseminated to all analysts with proper instructions and guidance for implementation.

It shall be the task of the supervisor to oversee the extensive research dealing with new methods and to ensure all tests and new techniques are obtained or made available to determine effectiveness, efficiency and practicality for both lab and field use. This analysis will be conducted in a systematic way with results verified and recorded.

The supervisor will approve all procedures and techniques prior to inclusion into the Section's Procedures Manual. This research and test/analysis will include all aspects of new or improved methodology. In addition, the supervisor will make determinations as to the safety of all new chemicals, equipment and techniques utilized and direct the Section Safety Officer to research safety procedures prior to incorporation in laboratory and field usage.

II. A (cont)

This position must also be able to research, write and/or direct the proper procedures for applying for grants and other

research funding opportunities. Proper administration, documentation and monitoring of the grant applications must be applied to each request as these projects often are lengthy processes.

It shall be the task of the supervisor to monitor the collection of technical data which deals with new technology. This information will be used to upgrade and improve existing methods of detection and analysis in the laboratory. This position coordinates with the appropriate Forensic Analyst in the maintenance of a technical library concentrating on latent prints, footwear and tire track evidence, and crime scene information.

This position shall establish and maintain contact with all major research centers (both national and international) and maintain a report with lead chemists, physicist and other technicians for the purpose of obtaining information on the latest research. The supervisor must attend various training seminars, international symposiums and various workshops dealing with the fields of latent, footwear and tire track analysis for the purpose of sharing/acquiring new techniques or procedures.

d. 10 % Communicating with the Criminal Justice Community, management and other administrative personnel

This position must communicate effectively, orally and in written form, with subordinates and other supervisory personnel to ensure all bureau goals and objectives set forth by the section and the Crime Laboratory are being met. Employees of the section must be aware of guidelines and standards to ensure appropriate work performance. The supervisor is also responsible for ensuring that supervisory personnel are aware of the needs of the section and any specific problem areas which may arise in a timely manner.

The supervisor must be able to communicate with local, state and federal officers, district attorneys and other law enforcement officials in the state and other jurisdictions throughout the country. Court officials and investigators rely on the technical data and advice provided by the supervisor to build cases. The accuracy of this information is of the upmost importance when communicated to these officials to strengthen criminal case proceedings.

This position must be well versed on criminal justice procedures and criminal law to adequately advise officers inquiring for proper procedures and guidance. The supervisor will often work closely with the bureau attorney, attorneys from the Attorney General's Office, and local jurisdictions. Assistance will often be required for pre-trial conferences which may occur with little or short notice. This assistance may also require providing information on rule of evidence procedures as it applies to court proceedings.

The Supervisor may be called upon to assist other law enforcement agencies and members of academia to perform a variety of services. This position must be able to teach and/or demonstrate new methodology utilized in the detection and analysis of latent print, footwear and Tire track evidence. Further, the supervisor will be required to provide both published and unpublished technical data dealing with new technology as it applies to the overall expertise of the section.

e. 5% Training activities and assignments

The supervision must maintain constant awareness of the basic and specialized training needs of all staff members. A periodic review must be conducted to ensure all training needs are addressed ensuring a fully trained and competent staff. Minimum training standards for entry level analysts must be met within the specified period of the prescribed training progression and adequately relayed to the section training officer. This position is also responsible for verifying, locating and coordinating specialized training activities and providing training opportunities following established section and bureau policies and procedures.

II. A (cont)

The individual in this position is occasionally called upon to present instructions or speak to various groups regarding the functions of this Section. The teaching assignments may be located across the state and serve local, state, and/or federal law enforcement officials

The supervisor is also responsible for coordinating the training and instructional activities of the certified instructors of the section. These activities must be relevant to specific guidelines set forth by the Training Division and adhered to according to bureau policy and procedures prior to approval.

f. 5 % Capability to perform all duties of an analyst

The individual must, at times, perform all duties of an analyst including technical analyses, court testimony and technical field assistance. This will require the supervisor to be proficient in performing these tasks and be able to interpret the results of all analysts of the section when necessary.

In addition, the position must be knowledgeable in applying and utilizing new methods and techniques from research as "approved" methodology will ultimately be applied to actual casework and the supervisor will generally set the precedent in the court system.

g. 5 % Quality Assurance

The supervisor will coordinate the administering of periodic proficiency tests and complete technical reviews of cases of all forensic analysts actively involved in casework. This will be carried out for the purpose of identifying any weaknesses in the abilities of analysts or in the section/agency policies and procedures. The ultimate goal is to assure the agency and the state that the technical service provided by this section are of the highest quality.

This individual is responsible for all aspects of bureau inspections, accreditation proceedings and annual audits conducted on the section. This process will involve ensuring the section is meeting or exceeding all approved standards set forth by the governing body. Section procedures and all manuals must be up-to-date and reflect current operating procedures at all times. Recommendations to existing procedures and practices must be updated or revised to document any changes offered by the inspection teams in a timely manner. Once this process is complete, the supervisor must disseminate the new operating practices to all staff members.

The Supervisor will also design other forms of proficiency testing or specialized training as required.

h. 5 % Assisting with administrative/managerial duties of the Crime Laboratory

The supervisor has the responsibility of assisting the Assistant Director of the Crime Laboratory with all administrative and managerial duties associated with the operation of the Section as well as the entire Crime Laboratory. The supervisor may also serve in an In-Charge status in the absence of the Assistant Director or Deputy Assistant Director.

This task includes providing major input into the development of goals and objectives; recommendations for equipment and instrumentation acquisition; and other decisions associated with the continued growth and development of the Section and Crime Laboratory.

II. A (cont)**i. 5 % Other**

Other duties are performed as assigned by the Assistant Director of Crime Laboratory Services, the Director of the SBI and the Attorney General of North Carolina.

II. B. OTHER POSITION CHARACTERISTICS:**1. ACCURACY REQUIRED IN WORK**

The need for precision, accuracy, and exactness are 100% and can not be over-emphasized. Each case and each analysis can determine the fate of an individual or the successful investigation of a serious crime.

2. CONSEQUENCE OF ERROR

An incorrect identification, missed identification or a judgment with too low a level of confidence can convict an innocent person or set a guilty suspect free. Failing to accurately identify a guilty suspect can lead to additional crimes and, in worst cases, to the loss of life of an additional victim(s). Further, inaccurate information could also lead to lawsuits against the individual and state, and a waste of significant funds.

3. INSTRUCTION PROVIDED TO EMPLOYEE

The supervisor functions with almost complete autonomy. Brief instructions may be given by the Assistant Director for special projects.

4. GUIDES, REGULATIONS, POLICIES AND REFERENCES USED BY EMPLOYEE

Employee must be aware of and apply existing Bureau and Section policy and procedures to all phases of work. In addition, State Personnel Policy and Procedures must be adhered to at all times.

Technical reference materials, journals and independent research are utilized as a basis for implementing new methods of analysis.

5. SUPERVISION RECEIVED BY EMPLOYEE

The work product of the supervisor is evaluated twice a year by the Assistant Director of the Crime Laboratory; however, the supervision is minimal during most periods.

6. VARIETY AND PURPOSE OF PERSONAL CONTACT

The position is routinely in contact with persons both inside and outside of state government. Sources of contact include other SBI personnel, other state level law enforcement officers, state court officials (including district attorneys), state medical examiner's office staff, city and county law enforcement officers, federal court officials, federal law enforcement officers, professionals in academic and scientific organizations, defense attorneys/opposing experts, victims/witnesses and business professionals (vendors, etc.).

7. PHYSICAL EFFORT

With the exception of crime scene activities, physical effort is generally minimal. The position needs to be able to

perform the physical duties expected for a sworn law enforcement officer.

II. B (cont)

8. WORK ENVIRONMENT AND CONDITIONS

Working conditions are usually a laboratory or office setting but will include court rooms, crime scenes as well as disaster scenes of all types.

The supervisor may be subject to irritant and hazardous chemicals, eye strain, and occasionally exposure to biological hazards at crime scenes, when identifying deceased individuals and also when examining bloody evidence.

9. MACHINES, TOOLS, INSTRUMENTS, EQUIPMENT, AND MATERIALS USED

Laboratory model argon ion laser (coherent), CU5, MP4 Polaroid cameras, Bronica (2 1/4) camera, 35mm cameras, total camera III, portable film processing equipment, Omniprint 1000 (specialized light source), luma-lite (specialized light source), spectrum 9000 alternate light source, cyanoacrylate fuming equipment, vacuum metal deposition, Crimescope alternate light source, portable ultra-violet light source, forensic macroscopic comparator, forensic macroscopic magnifiers, electrostatic dust print lifters, Automated Fingerprint Identification System, Sicar Computerized Footwear Search System, digital enhancement system (computer enhancement), approved chemicals and chemical treatment techniques, dye staining processes, liquid adhesive print lifters, gelatin lifters, related computerized software, bureau issued weapons and vehicles.

10. VISUAL ATTENTION, MENTAL CONCENTRATION AND MANIPULATIVE SKILLS

When conducting analysis or testing new methods of analysis, 60%-70% of the supervisor=s work each day requires close visual attention. Each examination may take from several minutes to several hours depending upon the quality of the evidence submitted.

Intense mental concentration is necessary when comparing the questioned evidence to the known standards. Periods of intense concentration occur daily for several hours.

11. SAFETY FOR OTHERS

The supervisor is ultimately responsible for the health and safety of all staff members of the section. All employees must have proper training, education and safety equipment available prior to handling hazardous materials or dangerous instrumentation. Use of lasers or alternate light sources, toxic/volatile chemicals, and blood stained evidence or unknown substances must be closely monitored to safeguard against injury to self or others. Care must also be taken to appropriately re-package potentially contaminated evidence to avoid exposing others to disease causing factors.

12. DYNAMICS OF WORK

Constant research in the field results in frequent changes or modifications to the methods of analysis utilized. The position must maintain a constant awareness of these changes and adapt them for use in the section.

Frequently, special projects are assigned.

III. KNOWLEDGE, SKILLS & ABILITIES AND TRAINING & EXPERIENCE REQUIREMENTS

A. KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to provide specialized technical training to other Forensic Analysts.
2. The ability to manage human and financial resources to achieve maximum productivity.
3. Extensive knowledge of the overall Crime Laboratory and procedures of other disciplines.
4. Knowledge of the SBI, Department of Justice, and State Personnel policies and procedures.
5. Extensive knowledge of all instrumentation and equipment in areas of specialization.
6. Knowledge of the organizational structure and operational procedures and policies of the Crime Laboratory including the most effective flow of evidence from complex cases through the laboratory.
7. The ability to develop and maintain working relationships with law enforcement and court official throughout the country.
8. Thorough knowledge of the principles, concepts, theories, reference sources and laboratory practices involved with the forensic examination and analyses of friction ridge detail, and footwear and tire track examinations.
9. Working knowledge of criminal law and of the rules and regulations regarding evidence gathering and handling.
10. Working knowledge of scientific methodology and of laboratory safety practices.
11. Ability to compare very detailed and minute differences in impressions using magnification, enhancement and automated search and identification systems.
12. Ability to conduct routine chemical procedures, analyze results, interpret methodology and to solve theoretical problems.
13. Ability to express technical information clearly both orally and in writing. To perceive colors normally. Make olfactory distinctions, and to establish and maintain effective working relationships.
14. The ability to research and validate new methods and procedures with respect to impression evidence.
15. The ability to use assigned firearms and other law enforcement equipment.
16. Ability to use appropriate computerized programs and hardware.

B. 1. REQUIRED MINIMUM TRAINING

Graduation from a four-year college or university, preferably with a major in forensic science, forensic studies, biology or chemistry or a combination of experience and training in the fields of latent print examinations, footwear and tire track examinations, and crime scene assistance.

Seven (7) years of progressive laboratory experience directly related to the forensic analysis of latent evidence.

2. ADDITIONAL TRAINING/EXPERIENCE

Satisfactory completion of the SBI Academy including state mandated BLET - or equivalent to meet state certification standards.

3. EQUIVALENT TRAINING AND EXPERIENCE

Management training is essential in preparing an individual for accepting the responsibilities of this position.

C. LICENSE OR CERTIFICATION REQUIRED BY STATUTE OR REGULATION

Bureau agents must be certified law enforcement officers or meet prescribed guidelines to become certified as a sworn officer.

IV CERTIFICATION: Signatures indicate agreement with all information provided, including designation of essential functions.

Supervisor's Certification: I certify that:

- a. I am the Immediate Supervisor of this position; that
- b. I have provided a complete and accurate description of responsibilities and duties; and
- c. I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature:

Title:

Date:

Employee's Certification: I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature:

Title:

Date:

Section or Division Manager's Certification: I certify that this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature:

Title:

Date:

Department Head or Authorized Representative's Certification: I certify that this is an authorized, official position description of the subject position.

Signature:

Title:

Date:
