

**DIRECTOR, STATE POLICE CRIME LABORATORY**

**NATURE OF WORK:** Under administrative direction, performs complex administrative and technical work planning, organizing, directing and evaluating the functions and operations of the West Virginia State Police Crime Laboratory. Responsible for administrative functions relating to laboratory budget, personnel, maintenance of records, control of expenditures and for establishing and maintaining professionally accepted laboratory examination procedures and methods of operation. Requires considerable knowledge of the principles, practices, methods and legal requirements relating to the examination of evidence. Performs related work as required.

**EXAMPLES OF WORK PERFORMED:**

- Plans, organizes and directs the functions, operations, and services performed by the state crime laboratory; supervises and approves procedures and processing of physical evidence; provides guidance and advice on technical matters to subordinate staff.
- Directly or through subordinate staff, assigns, trains, supervises and evaluates laboratory staff; performs personnel responsibilities related to recruitment, selection and advancement of staff; assures the proper level of staff training.
- Develops, revises, implements, and interprets policies, procedures, work methods, and evaluation standards for the forensic laboratory.
- Assures the crime laboratory maintains accreditation with the American Society of Crime Laboratory Directors Laboratory Accreditation Board; establishes and maintains a high order of excellence in testing analysis within the forensic laboratory.
- Testifies as an expert witness in court in the analysis of physical evidence.
- Oversees the preparation and administration of the budget for the forensic laboratory.
- Liaison with other agencies, divisions and departments of state and federal government, law enforcement agencies, the professional community and the general public.
- Maintains current knowledge of the analysis of physical evidence; attends conferences.
- Prepares reports on laboratory operations or other types of reports.
- May conduct training classes for law enforcement officers.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of modern forensic laboratory methods, equipment and materials.
- Knowledge of the principles, methods, and techniques in applying the forensic disciplines of drug identification, toxicology, trace evidence, biochemistry, latent prints, firearm/toolmark, and questioned documents.
- Knowledge of the laws of evidence and the methods of preparing reports and exhibits for the presentation of scientific evidence in a court of law.
- Knowledge of the accreditation requirements through the American Society of Crime Laboratory Directors Laboratory Accreditation Board.
- Ability to effectively supervise and manage personnel.
- Ability to establish and maintain effective working relationships with state government officials, the professional community, law enforcement officials, and the public.

**DIRECTOR, STATE POLICE CRIME LABORATORY (CONT'D)**

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: (CONT'D)**

Ability to accurately prepare reports related to the forensic laboratory.

Ability to express ideas clearly and convincingly in oral and written form.

Ability to use personal computer and various computer software packages.

**MINIMUM QUALIFICATIONS**

**TRAINING:** Master's degree from an accredited four-year college or university in chemistry, biology, biochemistry, molecular biology, forensic sciences, natural sciences, or related field.

**EXPERIENCE:** Seven years of full-time or equivalent part-time paid professional experience in a crime laboratory, three years must be in a supervisory capacity.

**SUBSTITUTION:** Ph.D. degree in one of the above disciplines from an accredited four-year college or university may substitute for two years of the required experience.

Established: 5/18/06

Effective: 7/16/06