

**GRADE: 12E**

**TITLE: ETU SUPERVISOR/TECHNICAL LEADER**  
**BUREAU: AUXILIARY SERVICES**  
**DIVISION: LABORATORY**

**REPORTS TO: EVIDENCE TECHNICIAN UNIT SERGEANT — ETU DUTIES**

**SUPERVISES: ETU OFFICERS**

**POSITION SUMMARY:** Responsible for monitoring the duties and activities of staff assigned to the Evidence Technician Unit (ETU). Performs diversified duties involved with the Technical Aspects of the Evidence Technician Unit.

### **FUNCTIONS OF THE JOB**

#### **Essential Functions**

- 1) Manages officers assigned to the Evidence Technician Unit (ETU) and Technical Aspects of the Evidence Technician Unit
- 2) Work as a liaison between the Evidence Technician Unit and other sections of the crime lab
- 3) Perform validations and implement new techniques in the Evidence Technician Unit
- 4) Maintain proficiency in Crime Scene analysis techniques
- 5) Become certified as a Crime Scene Technician through the International Association for Identification (IAI) and complete monitor proficiency tests related to Crime Scene
- 6) Assist in casework in the Evidence Technician Unit, as need
- 7) Perform Technical and Administrative reviews of reports in the Evidence Technician Unit
- 8) Monitors the officers' responsibilities of identifying, collecting, and preserving physical evidence, photographing the crime scene, and identifying and lifting latent prints
- 9) Conduct periodic audits and on-scene assessments of the Evidence Technician Unit members
- 10) Monitor testimony of members in the Evidence Technician Unit
- 11) Responsible for updating procedure and training manuals in ETU as necessary
- 12) Coordinate training for officers/civilians on techniques related to crime scene preservation/processing
- 13) Monitors the officers' responsibilities of identifying, collecting and preserving physical evidence, photographing the crime scene, and identifying and lifting latent prints
- 14) Conducts on-site field inspections and appraisals
- 15) Admin and Tech Reviews and approves Evidence Technician Unit Reports
- 16) Research the latest training techniques, assesses training needs and coordinates training with Academy and outside sources
- 17) Assists with preparation for the request for the annual ETU budget, inventories supplies and researches equipment
- 18) Performs administrative functions to ensure the efficient operation of the division
- 19) Responsible for creating and updating all ETU protocol and procedure manuals
- 20) Responsible for creating and updating the ETU Officer training manual
- 21) Assist in coordinating yearly training and proficiency testing for all ETU Officers
- 22) Conducts periodic audits of ETU; including crime scene auditing
- 23) Assist in training new ETU Officers
- 24) Label, seal and store all evidence to insure its proper care, custody and control.
- 25) Make reagents and keep records of all lot #s of ingredients used and dates reagents initially used
- 26) Order needed reagents and supplies
- 27) Perform QA/QC duties such as checking equipment for proper operation; implement necessary corrective action when indicated
- 28) Attend pre-trial conferences and testify in court concerning report results
- 29) Read relevant journals in order to keep current in the field

- 30) Investigate, validate and implement new technologies
- 31) Respond to defense discovery requests
- 32) Attend relevant meetings and classes
- 33) Demonstrates a commitment to the principles of nondiscrimination and equal opportunity for all employees and supports the Equal Employment Opportunity Policy of the St. Louis Metropolitan Police Department by administering all personnel policies and employment practices in a manner consistent with the goals of the Department's Policy in order to maximize equal employment opportunity at all levels and in all job categories.
- 34) May perform other similar or related duties as assigned.

#### Marginal Functions

Pick-up evidence at medical examiners and morgue and deliver to lab.

**Physical/Visual Activities or Demands:** Physical/visual activities or demands that are commonly associated with the performance of the functions of this job.

- 1) Standing in an upright position for extended periods.
- 2) Sitting, talking, walking, grasping.
- 3) Clarity of vision at 20 inches or less with the ability to bring objects into sharp focus.
- 4) Average work - exert up to 40 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly.

**Environmental/Atmospheric Conditions:** Environmental and atmospheric conditions commonly associated with the performance of this job.

Somewhat undesirable working conditions. Exposed to odor, chemicals and other elements with no element continuously present to the extent of being disagreeable.

### **POSITION QUALIFICATION REQUIREMENTS**

#### **Education:**

A Bachelor's Degree in Criminal Justice or Forensic Science or a closely related field, including additional technical courses as applicable, is desired.

#### **Experience:**

A minimum of fifteen (15) years experience as a crime scene analyst is preferred in order to gain sufficient knowledge to fulfill the duties of this position. Must have practical experience processing crime scenes and in training crime scene analysts. Hold a valid certification in crime scene analysis from the International Association of Identification.

**Skills and Abilities:** Skills and abilities, which may be representative but not inclusive of those commonly, associated with this position.

- 1) Ability to use modern methods and professional techniques for analysis as well as the application of scientific instrumentation.
- 2) Read and write at the required level to successfully prepare oral and written reports.
- 3) Think clearly and logically; use scientific equipment and instrumentation to the optimum benefit of the laboratory.

**Machines, Tools, Equipment and Work Aids:** Machines, tools, equipment and work aids which may be representative but not all inclusive of those commonly associated with this job.

LIMS tracking system, basic computer programs, digital camera, basic laboratory equipment, all equipment used by the Evidence Technician Unit such as metal detectors, and firearms.

**License(s)/Certifications:** If applicant does not have a license to carry a firearm one must be obtained after the applicant is hired in addition to an ARMED Security license. An official copy of the College Transcript will be required.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal law.

"Common associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

| <u>Original Evaluation</u> | <u>Revised By</u> | <u>Revised By</u> | <u>Revised By</u> |
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