

REPORT NO: 11-16
DATE: 4/22/11
ANALYST: Michael Hebner

CLASSIFICATION REPORT

PROPOSED TITLE: Director MPD Crime Lab (Appointed)

CURRENT TITLE: N/A

INCUMBENT: Vacant

REASON FOR REQUEST: Civilianize the top management position for the Crime Lab Operation

DATE QUESTIONNAIRE SUBMITTED: 3/17/2011

DATE OF PREVIOUS STUDY: N/A

DISPOSITION OF PREVIOUS STUDY: N/A

PERSONS INTERVIEWED: Bryan Seboe, HR Generalist
Connie Leaf, Police Captain
Robert Allen, Deputy Police Chief

RECOMMENDATION: Establish the position as Director MPD Crime Lab, (Appointed) Grade 13 (593 Points)

The Minneapolis Police Department has a long term goal of civilianizing the crime lab operation. As part of that effort, they are creating this position to replace the Police Captain currently assigned to oversee the crime lab operation. .

The analyst notes that the proposed position tracks with other Laboratory Manager positions that have been established in the Classified Service. These include the Manager Public Health Lab, which is now abolished with the closing of that Lab, and the still active Supervisor Water Treatment Laboratory position. In both these positions the responsibility of planning, coordinating, and managing the activities of the lab, including establishing policies, and authorizing procedures to ensure laboratory results meet established standards, and ensuring that laboratory resources are used efficiently, mirror those of the position under review.

The duties and responsibilities proposed for the position are listed below:

- Plan, organize, manage and direct the overall activities of the Minneapolis Police Department Crime Laboratory.

- Assess departmental and customer needs and develops short and long term plans to make necessary changes in methods, policies, and procedures in support of these plans.
- Establish and direct the implementation of laboratory policies, procedures, standards and internal and external quality assurance programs to ensure to the collection, security, analysis, and integrity of evidence and that accreditation and/or other standards are met and maintained.
- Ensure that all standards and practices of the Minneapolis Police Department Crime Laboratory, meet the highest level of professionalism and quality assurance, and are court worthy.
- Monitor staff workloads and ensure that laboratory tasks are completed in a timely and cost effective manner.
- Ensure responsive, high quality service to Minneapolis Police Department employees and representatives of outside agencies and members of the public
- Keep current with new developments in forensic science, or other relevant sciences, and its application to criminal proceedings.
- Evaluate and select new technical procedures.
- May conduct or direct research into new scientific criminal investigative methods, procedures and techniques.
- Represent the Minneapolis Police Department regarding forensic science issues.
- Prepare laboratory statistics and activity reports.
- Select new employees and oversees the technical training of laboratory employee.
- Provide direction over staff responsible for performing the most complex cases.
- Provide immediate direction of Crime Lab activities at the scene of a major emergency or in the event of an unusually complex problem.
- Develop and maintains effective communication with other law enforcement and criminal justice agencies.
- Consult with law enforcement officers, attorneys, experts and others on the solution of problems involving the analysis and evaluation of evidence.
- Direct and oversee the selection and purchase of new laboratory equipment.
- Research federal, state, and local grant opportunities available for all disciplines within the laboratory and direct and/or prepare grant applications, grant funds, expenditures, budgets, and reports.
- Develop laboratory budget proposals and justification, and work on grant development, and other fund raising for the Lab.
- Oversee the budget of the Minneapolis Police Department Crime Laboratory by reviewing and authorizing expenditures, monitoring revenues, and making necessary adjustments.

POSITION ANALYSIS

PREREQUISITE KNOWLEDGE

The position will require a Bachelor's Degree in Chemistry, Biology, or Forensic Science, Public Administration or Equivalent. It will require at least seven years of experience in progressively responsible forensic science/criminalist positions, with at least two years of program supervision in a forensic science laboratory, including budget,

and personnel selection. Experience in an American Society of Crime Laboratory Directors Laboratory Accredited (ASCLD/Lab) lab is preferred. Certifications in Forensic Science are highly desirable based on work experience. This is highly placed management position requiring considerable education and experience.

A rating of **70 points** is appropriate for the level of education and experience required.

DECISIONS AND ACTIONS

The position independently supervises, manages and coordinates the resources and activities of the Minneapolis Police Crime Laboratory to ensure the provision of timely and accurate scientific services. The Minneapolis Crime lab is a very busy environment processing thousands of tests annually. The position is responsible for all aspects including personnel actions, operations, communications, budget, planning, research, and ensuring that appropriate quality assurance (QA) and quality control (QC) methodologies are employed throughout the laboratory. It is responsible for ensuring continuing ASCLD/Lab Certification and It is responsible for ensuring proper certification and training of staff. Some aspects of the Crime Lab oversight are subject to periodic review with the Deputy Chief (Supervisor). Any equipment purchases that are additions to the budget are subject to review. The position will also keep the supervisor informed regarding ASCLD/Lab issues. Any changes in FTE or job classifications that impact the budget are also reviewed by the Deputy Chief. The Deputy Chief is consulted on all training (very large training budget) and has final approval of training funds. Any personnel discipline matters are reviewed with the Deputy Chief.

A rating of **65 points** is appropriate for the level of responsibility in the position. Jobs at this level manage more significant units entailing greater impact on resources, or serve in a supervisory level. Many of these jobs are in leadership of divisional or larger work areas where assigned. These jobs require exercise of independent action. Decisions tend to have great affect on the organization; errors can have a major influence on the City operations, revenues, or expense. These positions typically have responsibility for the formulation of objectives, policies, and programs. They advise on identification of goals, objectives, and performance measures. Performance generally has influence on finances and delivery of services; errors or inadequacies could cause serious inconvenience, embarrassment or expense.

SUPERVISORY RESPONSIBILITY

The Crime lab Supervisor and Quality Assurance positions will report directly to the position and all of the other positions in the Minneapolis Police Crime Lab will be under the management of this .petition. These include Supervisor Field Operations (Crime Lab), Forensic Scientist, Senior Forensic Scientist, Police Officers, Photo Technician, Video Technician, Firearms technician, and support staff (30 plus employees). A rating of **30 points** is appropriate for the staff size in Crime Lab, and will be applied.

RELATIONSHIPS RESPONSIBILITY

Within the Crime Lab the position will have frequent contact with the Supervisors and with the Field Operations Section (Forensic Scientists and Senior Forensic Scientists), Computer Forensic Section, Video Forensic Section, Firearms/Tool-mark Section, and the Photo Lab regarding operations, work service requests, identifications, equipment, training issues, special projects etc.

Within the Police Department the position will be in contact with various management positions including the Police Chief, Assistant Chief, and Deputy Chiefs regarding budget, training requests, special projects, and administrative and organizational issues. It will have frequent contact with the Criminal Investigation Unit regarding requests for work, complaints, prioritization requests, clarification of work of the unit, and so on.

Less frequently there is contact with the Police Human Resources staff regarding personnel related issues.

Within the City the position will work with the Finance Department on purchase requests and for some budget issues, and with the Human Resources Department on personnel issues, such as bargaining unit issues. It will work with the City Attorneys Office regarding service and evidence issues, and grant contracts.

The position will be in contact with both the Minnesota Bureau of Criminal Apprehension Crime Lab and the Hennepin County Sheriffs Office Crime Lab regarding work service referrals, and to consult professionally regarding collaboration and other case related matters. The position will deal with the general public to take service requests, and to exchange information.

The position will occasionally work with the City Supervisors Association and the Minneapolis Police Officers Federation on employee issues and questions.

A rating of **55 points** is appropriate. Jobs at this level are higher level management and administrative jobs where strong communication skills are required. They regularly represent the department and/or City in important matters and communications, which can be complex, and/or controversial. At this level working relations must be established and maintained, communications can include considerable detail, negotiation, persuasion, and strong interpersonal skills are required. It is frequently necessary to exercise relationship skills.

WORKING CONDITIONS

The primary place of work of the position will be indoors in an office attached to a lab. The position will use normal office equipment in its daily work. There will be occasional work at crime scenes with exposure to the general conditions of the site.

A rating of **20 points** will be applied. This is the same rating as the Supervisor Crime Lab which has the same working conditions as the position

EFFORT

The position primarily requires mental effort in planning, organizing, managing and directing the overall activities of the Minneapolis Police Department Crime Laboratory. It has similar effort requirements as other high level management positions. There is coordination of the work of subordinates. There are frequent time pressures to complete work within limited time frames due to deteriorating scene conditions threatening potential evidence (i.e. weather conditions, scene security), and criminal investigation and charging requirements. The position must assure that last minute requests for forensic services by the courts are completed within requested time periods whenever possible. Work completion time pressures are frequently exacerbated by limited numbers of personnel available in particular forensic sub-disciplines and scheduling requirements.

The position must also quality of Crime Lab operations and services through on-going attrition planning and strategic hiring and training of personnel in various forensic sub-disciplines.

A rating **65 points** will be assigned. At this level the job is a manager with department-wide responsibilities in a larger department, with wide ranging responsibilities that require considerable mental effort. At this level jobs are responsible for planning, organizing and managing more complex areas, dealing with setting priorities, and ensuring compliance with City goals and objectives. There is pressure to meet expectations and pressures driven by budget, project related deadlines, responsiveness to other constituencies, and in making recommendations to officials, and management. .

RECOMMENDATION:

Establish the position as Director MPD Crime Lab, (Appointed) Grade 13 (593 Points)

CLASSIFICATION FACTOR WORKSHEET								
Benchmark Classifications	Factors						Total Points	Grade Level
	1	2	3	4	5	6		
Supervisor Field Operations (Crime Lab)	50	50	10	50	20	50	445	9
Supervisor Crime Lab	50	50	20	50	20	55	460	10
Supervisor Water Treatment Laboratory	60	60	10	50	20	45	500	11
Manager Public health Labs (Inactive)	65	65	15	45	20	40	523	11
PROPOSED CLASSIFICATION								
Director MPD Crime Lab	70	65	30	55	20	65	593	13

1. Prerequisite Knowledge
2. Decisions and Actions
3. Supervisory Responsibility
4. Relationship Responsibility
5. Working Conditions
6. Effort

According to the Deputy Chief of Police Investigations Bureau the proposed position meets the criteria for appointed positions under the Minneapolis Code of Ordinance, Section 20.1010 as follows:

1. The person occupying the position must report to head of the designated City Department or the Designated City Department Head's Deputy.

The position will report directly to Police Deputy Chief, Investigations Bureau.

2. The person occupying the position must be part of the designated Department Head's management team

The position will be a part of the Minneapolis Police Department's Management Team

3. The duties of the position must involve significant discretion and substantial involvement in the development, interpretation, or implementation of City or department policy.

The Director MPD Crime Lab is the first in charge of busy lab environment processing thousands of tests annually. The position is responsible for all aspects including personnel actions, operations, communications, budget, planning, research, and ensuring that appropriate quality assurance (QA) and quality control (QC) methodologies are employed throughout the laboratory. It is responsible for ensuring continuing ASCLD/Lab Certification and It is responsible for ensuring proper certification and training of staff. The position will involve discretion and involvement in the development, interpretation, and implementation of MPD policy.

4. The duties of the position must not primarily require technical expertise where continuity in the position would be significant.

The position will require a level of expertise in Crime Lab Operations, but the primary requirement is the ability to oversee, plan, organize, monitor, evaluate, and modify as required, all business and work being processed in the Lab, to ensure organizational success.

5. There is need for the person occupying the position to accountable to, loyal to, and compatible with the Mayor, City Council, and the Department Head.

As a high ranking member of MPD organization the primary accountability, loyalty, and compatibility in this position will be to the Chief of Police, who in turn will be accountable, loyal and compatible with the Mayor and City Council.