



Intermountain Forensics

SOP #

ORG-202

Revision #

01

Forensic DNA Technical Leader Approval

Issue Date

April 28, 2020

Position Summary: Laboratory Director

1. Purpose

To describe the roles and responsibilities of the position of Laboratory Director within the organization and provide the minimum education, experience, certification, knowledge, skills and abilities required for the position.

2. Summary

The Laboratory Director is responsible for designing, implementing and overseeing all aspect of the laboratory's business operations. This position provides supervisory responsibilities to managing personnel, establishes and maintains policies that promote the laboratory's culture, mission and vision and provides design, implementation and oversight of all laboratory operations.

3. Procedure

Minimum Educational Requirements

1. Master's degree in a Biology, Chemistry or a Forensic Science related area
2. Successful completion of twelve semester (or equivalent) credit hours from a combination of the following subject areas:
 - a. Biochemistry
 - b. Genetics
 - c. Molecular Biology
 - d. Statistics and/or Population Genetics
3. One **graduate level** course registering three or more semester (or equivalent) credit hours in the above listed subject area(s)
4. Coursework other than the above listed subject area may be substituted provided:
 - a. Substituted coursework must be demonstrated and documented to be compliant with the standard
 - b. Compliance and documentation may be demonstrated with pertinent materials such as:
 - i. Transcripts
 - ii. Syllabus
 - iii. Letter from the instructor
 - iv. Other relevant documentation that supports course content

Minimum Experience Requirements

5. Five years of Forensic DNA laboratory experience:
 - a. Obtained at a laboratory where DNA testing was conducted for the identification and evaluation of biological evidence in criminal matters
 - b. Obtained as a **qualified** DNA analyst on human DNA testing on forensic samples
2. Two years of management and/or supervisory experience:
 - a. Obtained at a laboratory where DNA testing was conducted for the identification and evaluation of biological evidence in criminal matters

Minimum Certification Requirements

6. Federal Bureau of Investigation Quality Assurance Standards (FBIQAS) auditor
 - a. May be obtained within one calendar year of appointment to the position
7. American Board of Criminalists (ABC) diplomate certification (or equivalent)
 - b. May be obtained within two calendar years of appointment to the position
8. ISO 17025 (ANSI National Accrediting Board (ANAB) Certified Assessor (or equivalent)
 - a. May be obtained within two calendar years of appointment to the position

Mandatory Roles and Responsibilities

9. The Laboratory Director must serve as the Forensic DNA Technical Leader during extended timeframes when the position is vacant or the current Forensic DNA Technical leader is otherwise unavailable (vacation, illness etc.)
10. Provide direct supervision of management level personnel
 - a. Monitor personnel issues, proceed with progressive discipline and/or mentor supervisors through the process
11. Establish and maintain a laboratory operations budget
 - a. Ensure budgets, cost analysis, purchase requests above \$3000 be reviewed by key stakeholders
 - b. Act as primary purchase agent for laboratory equipment, supplies and reagents/consumables
12. Design and implement laboratory strategies, plans and procedures to align with the laboratory mission, vision and culture



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13. Oversee daily operations of the laboratory including:
 - a. Participation in process improvement, corrective action and/or preventative action as required
 - b. Perform all administrative duties that include billing, accounts receivable, QC documentation, etc.

Additional Roles and Responsibilities

14. Act as a qualified Forensic DNA Analyst:
 - a. Perform scientific examination, all laboratory efforts, and STR DNA analysis of biological evidence collected in connection with death and criminal investigations, including comparison and interpretation of STR DNA profiles as well as statistical analysis as applicable
 - i. Other relevant DNA interpretation and analysis (SNP, NGS, mtDNA) may be required as needed
 - ii. Non-criminal casework (private DNA testing, research, genealogy studies etc.) may be required as needed
 - b. Crafting and authorizing a laboratory result as a result of testing, interpretation and analysis
 - c. Provide Forensic DNA technical and/or administrative peer review
 - d. Testify as an expert witness in court proceedings
 - e. Successfully complete proficiency testing requirements
15. Participate in continuing education (workshops, training courses, conferences etc.) as per laboratory policy and applicable accreditation, certification and FBIQAS requirements
 - f. Maintain documentation of above participation
16. Provide internal and external training to laboratory staff and external entities
17. Establish and maintain relationships with customers, vendors and business partners
18. Maintain at least a minimum level of productivity as determined by scientific board for review
19. Adhere to all safety procedures and protocols as mandated by the laboratory management system

4. References

1. Federal Bureau of Investigation, "Quality Assurance Standards for Forensic DNA Testing Laboratories"
2. ISO/IEC 17025:2017 – Forensic Science Testing and Calibration Laboratories

5. Definitions

N/A