



# Intermountain Forensics

SOP #

ORG-204

Revision #

01

Forensic DNA Technical Leader Approval

Issue Date

5/8/2020

## Position Summary-Forensic DNA Supervisor

### 1. Purpose

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

### 2. Summary

The Forensic DNA Supervisor position acts as a Forensic DNA Analyst in all functions. This role is expected to be filled by a staff member with experience and insight into the technical aspects and operational processing of a Forensic DNA Analyst. The Forensic DNA Supervisor acts as a management team member and is responsible for supervision of applicable staff.

### 3. Procedure

#### Minimum Educational Requirements

1. Bachelor'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. 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

4. Three 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

#### Minimum Certification Requirements

5. American Board of Criminalists (ABC) diplomate certification (or equivalent)
  - a. May be obtained within two calendar years of appointment to the position

#### Mandatory Roles and Responsibilities

6. Act as a qualified Forensic DNA Analyst:
  - a. Perform scientific examination, all laboratory functions 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 report 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
7. Participate in continuing education (workshops, training courses, conferences etc.) as per laboratory policy and applicable accreditation, certification and FBIQAS requirements
  - a. Maintain documentation of above participation
8. Maintain at least a minimum level of productivity as determined by relevant management staff
9. Adhere to all safety procedures and protocols as mandated by the laboratory management system



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## **Additional Roles and Responsibilities**

10. Assist in hiring process of Forensic DNA Analyst
11. Provide technical training and mentorship of Forensic DNA Analyst and Forensic Molecular Biologist staff
12. Assist and/or manage projects and validations as needed by relevant management staff or Forensic DNA Technical Leader
13. Human Resources (HR) Supervisor responsibilities
  - a. Assist new staff in HR related documentation (e.g. insurance sign up, federal employment documents)
  - b. Performance evaluation and disciplinary action as required for staff members
  - c. Collect, maintain and present Key Performance and Quality Indicators (KPI, KQI)
  - d. Manage daily workflow

## **4. References**

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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**

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N/A