



# Intermountain Forensics

SOP #

ORG-215

Revision #

01

Forensic DNA Technical Leader Approval

Issue Date

01/19/2024

## Position Summary: Director of Forensic Investigative Genetic Genealogy

### 1. Purpose

To describe the roles and responsibilities of the position of the Director of Forensic Investigative Genetic Genealogy (FIGG) within the organization and provide the minimum and preferred education, experience, certification, knowledge, skills, and abilities required for the position.

### 2. Summary

The Director of Director of Forensic Investigative Genetic Genealogy is responsible for implementing and overseeing all aspects of the Intermountain Forensics Forensic Investigative Genetic Genealogy services. This position performs oversight responsibilities of FIGG practitioners, performs genealogy project management, and oversees projects in a manner which promotes Intermountain Forensics' culture, mission, and vision.

### 3. Procedure

#### Minimum Educational Requirements

1. High School Diploma

#### Minimum Experience Requirements

1. Five years of Genetic Genealogy experience:
  - a. Two years of experience in **Forensic Investigative** Genetic Genealogy
2. Two years of supervisory experience obtained with an organization performing Genetic Genealogy

#### Mandatory Roles and Responsibilities

1. Provide direct supervision of forensic investigative genealogy practitioners.
  - a. Monitor performance and production of practitioners assigned to each project.
2. Provide mentoring/consulting services in forensic investigative genetic genealogy.
3. Participate in the design and implementation of organization strategies, plans and procedures to align with the organization's mission, vision, and culture.
4. Oversee daily operations of forensic investigative genetic genealogy services including:
  - a. Maintenance of data associated with FIGG projects.
  - b. Remains current on and adheres to Terms of Service of genetic genealogy databases that allow comparison to or with FIGG data files (i.e., GEDMatch/FTDNA)
  - c. Perform all administrative duties include establishment and maintenance of procedures for FIGG
5. Participates in the Quality Management System as necessary, including, but not limited to,
  - a. Support of the yearly management reviews concerning audit status, lab operations, and other pertinent items
  - b. Support of internal and external audits
  - c. Participation in staff authorization and involvement with competency testing
  - d. Support of the deviation, conflict resolution, and non-compliance processes, as required.
  - e. Participation in process improvement, corrective action and/or preventative action as required.



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## ***Additional Roles and Responsibilities***

1. Participate in continuing education (workshops, training courses, conferences etc.) as per laboratory policy and applicable accreditation and certification requirements.
  - a. Maintain documentation of above participation as per policy
2. Provide training to organization staff and external entities.
3. Establish and maintain relationships with customers, vendors, and business partners.

## ***4. References***

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N/A

## ***5. Definitions***

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N/A