# POSITION DESCRIPTION

**POSITION:**

SBI Crime Lab Director

*This position is designated as Policy-Making Exempt pursuant to North Carolina G.S. 126-5(c) and 126-5(d).*

**INSTITUTION:**

The State Bureau of Investigation (SBI) is a Division of the North Carolina Department of Justice (DOJ). The Department of Justice is under the direction of Attorney General Roy Cooper and the SBI is under the direction of Director Greg McLeod.

The SBI, headquartered in Raleigh, employs approximately 580 people with field agents located in 8 districts across the state. Specialized investigators in financial crimes, computer crimes, Medicaid fraud, and other specific disciplines are also located around the state.

The SBI assists local law enforcement with criminal investigations and works closely with local police, sheriffs, district attorneys, federal investigators, and federal prosecutors. Further, the SBI has state-wide jurisdiction and investigates homicides, robberies, property crimes, and other serious cases. Involvement of the SBI is at the request of the local department that maintains original jurisdiction. However, the SBI has original jurisdiction in several areas including drug and arson investigations, election law violations, child sexual abuse in day care centers, theft and misuse of state property, and computer crime investigations that involve crimes against children.

The Crime Laboratory Division of the SBI maintains a full service forensics science laboratory that assists law enforcement agencies in the investigation of criminal matters. The laboratory’s mission is to provide state-of-the art forensic services in the areas of drug and toxicology analysis, firearms and tool marks, latent prints, forensic biology / DNA, digital evidence, and trace evidence. These services are provided from a central laboratory facility in Raleigh and from regional laboratories located in Asheville and Greensboro. Supported by clerical and technical staff, crime lab forensic scientists, specializing in each of the forensic science areas, assist in the collection of evidence, appear as expert witnesses in court, and provide training and support to offices engaged in the investigation of crimes.

The NC SBI Crime Lab is a participant in the Crime Laboratory Accreditation program established by the American Society of Crime Laboratory Directors (ASCLD). The SBI Crime Lab initially met the accreditation criteria in 1988 and is re-accredited every five years with a full review of the laboratory including an onsite inspection of the various forensic disciplines.

For additional information about the NC SBI Crime Lab, please visit the DOJ website at *www.ncdoj.gov*.

**REPORTS/RELATIONSHIPS**:

The SBI Crime Lab Director reports directly to the Director of the SBI, who in turn reports to the Attorney General. Other positions reporting to the Director of the SBI include: Assistant Director-Administrative Services, Assistant Director-Field Operations, Assistant Director-Special Operations, and Assistant Director-Professional Standards.

The SBI Crime Lab Director is directly responsible for two Deputy Assistant Directors and Forensic Scientist Managers over several specific areas including evidence control, firearms and tool marks, digital evidence, latent evidence, forensic biology and DNA, trace evidence, and drug chemistry and toxicology. Ultimately the Director is responsible for approximately 185 employees in the Crime Lab Division.

**BASIC FUNCTIONS**:

The SBI Crime Lab Director has the overall responsibility of managing and directing the SBI Crime Lab, which includes overseeing all administrative matters concerning the eight sections of the Crime Lab including the areas of quality assurance and quality control, continued compliance with accreditation by ASCLD-Laboratory Accreditation Board, the acquisition and implementation of grants, the oversight of all budgets appropriated for the purposes of carrying out the programs of the Crime Lab, and completion of special projects as assigned by the SBI Director and the Attorney General.

The SBI Crime Lab Director also counsels Forensic Scientist Managers and their subordinates on personnel issues. The Director makes recommendations to the SBI Director on hiring and assignment of all lab personnel and is responsible for identifying and making available to the forensic scientists external training opportunities.

More specific responsibilities include, but are not necessarily limited to:

* Provide leadership and management to the entire department so as to cultivate and maintain a highly motivated and accountable workforce.
* Direct and organize the crime lab to maximize the overall efficiency and effectiveness of analysts and resources available.
* Coordinate the priority placed on cases, ensure the completion of each section’s caseload in a qualitative and timely manner so as to instill confidence in all the stakeholders of the Crime Lab.
* Apply SBI policy and procedure, and state personnel guidelines, in all human resource related issues; make appropriate decisions regarding employee performance and evaluations.
* Oversee the development, organization, implementation, and direction of all Crime Lab efforts related to quality assurance and quality control, accreditation, and grant coordination; facilitate the lab’s transition to ISO accreditation.
* Fiscal management: Establish realistic goals in determining resources necessary to meet the Crime Lab goals and objectives. These resources include, but are not necessarily limited to: personnel, equipment, supplies, instrumentation, capital expansion, and training; monitor current resource utilization to ensure appropriate use of resources and facilitate a smooth, efficient functioning of the Crime Lab.
* Effectively communicate with all crime lab employees and SBI personnel as well as local, state, and federal officers, judges, defense attorneys, district attorneys, justice system personnel, and other law enforcement officials in the state and other jurisdictions throughout the country; also communicate effectively with legislative officials on issues relating to Crime Lab functions.

**REQUIREMENTS:**

* Strong leadership skills and managerial ability.
* Excellent communicator; good verbal and written communication skills across a broad range of audiences to include lab staff, elected officials, law enforcement personnel, criminal justice personnel, and the media.
* Thorough knowledge of modern intelligence methods, forensic science, procedures, and techniques applicable to criminal investigations.
* Ability to formulate and / or initiate and implement effective policies and operational procedures; ability to determine crime lab priorities and objectives.
* Ability to establish and maintain effective working relationships with other law enforcement agencies, criminal justice system partners, and the public.
* Strong preference for experience in an international / ISO accredited crime lab; designation as an ASCLD/LAB Assessor.
* Bachelor’s degree, preferably with major coursework in the physical or biological sciences and 8 years of varied investigative and/or laboratory experience including 3 years in a supervisory, or administrative role; or an equivalent combination of education and experience.
* Position is covered by the North Carolina State Government Ethics Act. Final applicant is required to submit a Statement of Economic interest.
* Selected candidate will undergo, and must successfully complete, a comprehensive background investigation.

**COMPENSATION:**

Compensation is commensurate with experience and includes a competitive base salary and benefits.

*For additional information contact:*

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