

Director, Crime Laboratory Unit

Req ID: 2024-28343
Dept: Boston Police Department
Position: Regular Full-Time
Location: BPD Police Headquarters
Salary Min: 111,703.80
Salary Max: 145,972.65
Union: EXM
Openings: 1

Posting End Date: 4/8/2025

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<https://city-boston.icims.com/jobs/28343/director,-crime-laboratory-unit/job>

Overview

Under the administrative direction of the Commander of the Forensic Division, the Director of the Crime Laboratory Unit (CLU) authorizes, approves, coordinates, and supervises administrative and technical operations of the CLU; determines relevant laboratory objectives and communicates those objectives to staff; and ensures that clearly written procedures exist for quality and technical operations, handling and preserving the integrity of evidence, case records, lab security and safety.

Responsibilities

- Plans, develops, and implements new techniques and procedures for use in the CLU; ensures compliance with current laboratory SOPs and laboratory accreditation standards.
- Develops and maintain criteria used to assess the performance and strengthen operations of the CLU.
- Annually reviews and evaluates the CLU management system, solicitation and allocation of resources, and management of case assignments.
- Coordinates/prioritizes requests from investigators and prosecutors.
- Provides statistical and case related information to the Department for operational planning, budget planning, grant requests and staffing decisions.
- Develops and manages an annual budget and authorizes all expenditures.
- As required, may also prepare reports for courts of jurisdiction and other parties, including testimony and/or professional presentation.
- Performs related work as required.

Minimum Entrance Qualifications

Experience:

- Applicants must have ten (10) years of full-time, or equivalent part-time, professional/forensic laboratory experience with three (3) years of supervisory experience.
- Experience in lab management and supervision is strongly preferred.
- Professional experience in an accredited laboratory is preferred.

Knowledge, Skills, and Abilities:

- Knowledge of forensic science and the management and operations of a forensic laboratory; rules of evidence, proper handling and documentation; legal/courtroom proceedings; accreditation standard; forensic testing methods and reporting.
- Ability to compile, analyze, and prepare statistical reports; communicate clearly and effectively; create and manage operational budget; supervise and make managerial decisions.
- Excellent problem-solving skills.
- Demonstrated ability to train, supervise, and evaluate the work of subordinates.
- Ability to exercise good judgment and focus on detail as required by the job.

Education:

- Applicants must possess a Bachelor's degree in natural science, forensic science, or closely related field.
- A Master's or PhD degree in natural science, forensic science, or closely related field is preferred.
- Certification in a forensic discipline is preferred.

Must have and maintain a current Massachusetts Driver's License.

CRIMINAL RECORD CHECK REQUIRED
PRE-EMPLOYMENT DRUG TEST AND PHYSICAL REQUIRED
BOSTON RESIDENCY REQUIRED

Terms:

Union/Salary Plan/Grade: Non-union/MM2-12

Hours per week: 35