



Charles County Sheriff's Office



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

FORENSIC SCIENCE SECTION SUPERVISOR

Division: Criminal Investigations Division

Section: Forensic Science Unit

Pay Grade: 116

FLSA Status: Non-Exempt

Classification: Full-Time

Updated On: June 2025

JOB SUMMARY

This **critical** management position involves technical, scientific, and supervisory work requiring the training, supervising, and evaluating of Technicians within the Forensic Science Section. Duties include documenting investigations, recovering physical evidence, photographing crime scenes, attending autopsies, transporting forensic evidence to various laboratories, testifying in court, and providing support and supervision to Technicians on crime scenes and within the laboratory. The employee receives supervision from, and reports directly to, the **Deputy Director, Forensic Science Section**. Work is evaluated through observations, conferences, and reports.

ESSENTIAL JOB FUNCTIONS

- Assists with the supervision of the Forensic Science Section staff. Coordinates training programs for staff, makes case assignments, answers questions that staff may have, assists assigned personnel in the performance of their duties, gives instructions, and provides staff with motivation.
- Ensures that individuals who are employed within the Forensic Science Section are properly trained, and are competent to perform, record and report forensic analyses promptly, accurately and proficiently
- Participates in and supervises the processing of major crime scenes. Recovers and preserves evidence from crime scenes, suspects, and victims using proper techniques as

outlined in various Agency written directives. All investigations are documented with notes, reports, photographs, recovery of physical evidence, and/or crime scene sketches or FARO scans.

- Assists with budget requisitions and requests, orders necessary supplies and equipment, and keeps inventories at prescribed levels. Researches and evaluates new instrumentation and equipment, identifying and justifying needs for such.
- Completes the technical and/or administrative review of laboratory reports as set forth by COMAR.
- Assists the Quality Assurance Manager to prepare the laboratory for licensing reviews, audits and inspections, as required.
- Evaluates the performance of assigned personnel and completes evaluations.
- Counsels personnel concerning their job performance and initiates disciplinary procedures when required.
- Assists in the research and writing of grant requests, prepares periodic grant reports, and summarizes and tracks grant expenditures.
- Coordinates and assists in teaching and instruction including the preparation of training programs for the Section in the form of in-service training for officers, new hires, and lateral officers.
- Receives, documents, and processes evidence collected by other members of this Agency using chemicals, powder, photographic equipment, and digital still and video investigative tools.
- Recovers and preserves evidence from crime scenes, suspects and victims using proper techniques as outlined in various written directives of this Agency, as well as multiple federal regulatory agencies.
- Documents investigations with photographs, recovery of physical evidence, and sketches of crime scenes.
- Prepares written reports and work assignments in a timely and efficient manner.
- Maintains accurate documentation for all cases worked.
- Conducts major crime scene searches under a variety of conditions to recover critical forensic evidence.
- Processes evidence for latent fingerprints using various chemical, photographic, and digital methods.
- Operates and maintains digital photo and video laboratory and equipment.
- Develops crime scene photographs using a digital process.
- Attends autopsies to document, photograph, and recover evidence. This includes fingerprinting the decedent(s), collecting and transporting evidence received from the Office of the Chief Medical Examiner.
- Transports and maintains accurate chain of custody of forensic evidence to other federal, state, and local crime labs for additional analysis.
- Reviews and submits all eligible forensic casework with the State laboratory for Firearms, DNA, Trace, CDS, and/or toxicology analysis. In this regard, must understand relevance of the evidence and its impact to the investigation.
- Appears in court to present evidence on cases investigated and to testify against persons accused of committing crimes.
- Gathers information, writes notes, reports, and other documents necessary to provide the State's Attorney with information needed for the prosecution of cases.
- Testifies in court and at other proceedings in a clear, well-organized, and logical manner to accurately provide information describing events, objects, processing methods, and evidence associated with a case.
- Assists in securing and managing crime scenes by limiting access until evidence can be properly collected, preserved, and documented.

- Performs complete, preventive, and required maintenance on assigned Agency vehicle.
- Prepare and deliver instruction for members of the Citizen's Police Academy, students from the high school Explorer's Program, and summer and college interns. Includes assisting in developing, selecting, and hiring a summer intern to assist the Section with special projects.
- Prepares, updates, and delivers a week-long certified course to patrol officers on advanced crime scene processing as a part of the Crime Scene Processors (CSP) program. Monitors CSP performance and productivity.
- Attends and participates in meetings, training sessions, and other community events as required.
- Maintains proficiency with the Test Shot Program including the ability to test fire a variety of weapons and functionality. Also maintains proficiency and certification on the National Integrated Ballistics Information Network (NIBIN) to enter all test-fired cartridge case or crime scene cartridge cases into NIBIN.
- Advises and instructs law enforcement officers and allied agencies on various methods used to process evidence at crime scenes, and its probative value.
- Analyzes and evaluates the evidence recovered at crime scenes using the most modern, relevant, and proper scientific techniques.
- Assists with the tri-county Southern Maryland Criminal Justice Academy by training police recruits. Therefore, must maintain a Maryland Police & Correctional Training Commission (MPCTC) trainer certification.
- Responds to and fulfills Discovery Requests for digital evidence housed within DIMS.
- Performs Serial Number Restoration on evidentiary items requiring restoration of any obliterated markings to include vehicles, firearms, tools, etc. In this capacity, per COMAR, must maintain certification and pass annual proficiency.
- Assists with the Sheriff's Office Cold Case Grant Initiative. This includes assisting with grant updates, research, selection of forensic vendors and the review of the agency's cold cases.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Criminal Justice, Forensic Science, or a Natural Science. Sufficient experience as a criminal investigator from previous sworn law enforcement work, or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Master's Degree in Criminal Justice, Forensic Science, or a Natural Science preferred.

Five (5) years of progressively responsible experience in the position of Forensic Science Technician, maintaining a satisfactory job evaluation, or a minimum of eight (8) years of consecutive experience with minimal break in service with a law enforcement agency or, any equivalent combination of experience and training, which provides the required knowledge, skills, and abilities.

Must have knowledge of the laboratory's Standard Operating Procedures, Quality Assurance Program, and the requirements for Forensic Laboratories set forth by COMAR 10.51.06.01-10.51.06.07

Licenses or Certifications:

- Must possess a valid driver's license.

- Must possess or have the ability to obtain NIBIN certification.
- Must possess or have the ability to obtain Serial Number Restoration proficiency.

Special Requirements/Qualifications:

- Must pass a comprehensive background investigation.
- Must pass random drug screening.
- Must perform work in accordance with sound safety practices.
- Must report for duty in a regular and punctual manner.
- Must work overtime and work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays, as required.

Knowledge, Skills and Abilities:

- Knowledge of the principles and methods, rules and regulations found in the Standard Operating Procedures (SOP) and other manuals pertinent to the assigned job classification.
- Knowledge of the requirements for Forensic Laboratories set forth by COMAR 10.51.06.01 - 10.51.06.07
- Knowledge of principles, methods, and techniques in the areas of drug chemistry, forensic biology/DNA, latent print processing and examination, and firearms/toolmarks.
- Knowledge of techniques for recovering and preserving physical evidence to include understanding the proper collection, processing and preservation procedures for "touch" DNA evidence and wet DNA evidence.
- Knowledge of the rules of evidence.
- Skill in making effective presentations before large or small groups and the ability to testify in a court of law.
- Ability to recognize physical evidence and know its potential value.
- Ability to document investigations, including the recovery of physical evidence.
- Ability to operate an assigned Agency motor vehicle, both day and night, in all weather situations and road conditions in a manner to expeditiously, yet safely, arrive at a scene.
- Ability to use crime scene technician equipment.
- Ability to understand oral and written instructions, to speak effectively and articulately, to demonstrate good listening skills, and to convey concern, understanding, and empathy.
- Ability to read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.
- Ability to meet and deal effectively with Agency and government personnel and the general public.
- Ability to arrive at effective decisions for routine situations.
- Ability to utilize a high level of discretion, good judgement, and confidentiality.
- Ability to maintain a high level of accuracy in assigned tasks.
- Ability to organize and determine priorities of diverse assignments.
- Ability to analyze, evaluate, and select, often with limited information, the best course of action.
- Ability to write, compose, and develop documents, manuals, and other literature.
- Ability to read and comprehend various documents.
- Ability to maintain composure and work effectively in situations of on the job pressure.
- Ability to comprehend, understand, and adhere to, at all times, Agency policies, procedures, rules, and regulations.
- Ability to respond immediately to calls for Forensic Science Technician service, scene supervision, both on foot and by motor vehicle.

- Ability to communicate effectively and coherently with other Agency personnel and the public, either in person or by telephone, by written report or memorandum, through radio communications or computer network.
- Ability to maintain proper care and maintenance of equipment and facilities designated for by Forensic Science Unit personnel.
- Ability to perform vehicle maintenance, such as changing tires and checking fluids.
- Ability to maintain professional decorum at all times.
- Ability to maintain effective working relationships with coworkers and supervisors.
- Ability to appropriately accept supervision, criticism, and evaluation.
- Ability to deal tactfully, effectively, and equitably with people, both within and outside the Agency and from all backgrounds.
- Ability to comprehend and comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.

PHYSICAL DEMANDS

They physical demands of the position vary with the work environment and task. The work is laboratory based with frequent periods of responding immediately to calls for Forensic Science Technician service, both on foot and by motor vehicle. Must be able to safely lift and carry up to 50 pounds; read color-coded alarm panels, computer, and camera screens; sit for prolonged periods of time, answering the telephone, and operating computer equipment by inputting and retrieving information; as well as perform a multitude of technical and scientific analyses and processes per the essential job functions. Field-based work includes tasks where the individual must manage and work crime scenes; be able to visually distinguish colors and have sufficient visual acuity to see details at close range in order to perform the essential functions of the job; utilize the senses of sight, hearing, smell, and touch; climb a step stool or ladder, stoop, bend, reach, stand and/or walk for extended periods; work in temperatures ranging from below freezing to above 100 degrees and work with hazardous biological items and chemicals.

WORK ENVIRONMENT

The working conditions for this position are stressful and dynamic. While the conditions generally consist of an office and laboratory environment, the environment changes from supervising and managing personnel to managing and working a large, evolving crime scene. The individual may find themselves exposed to all types of environmental conditions; ranging from a courtroom setting to being at a crime scene for a prolonged period of time; temperature range from below freezing to above 100 degrees; must adhere to Universal Barrier Precautions when exposed to blood and body fluids; unknown chemical and bio-hazard conditions during crime investigations. May often find themselves in dangerous, unpleasant and psychologically challenging working environments. Must perform work in accordance with sound safety practices, report for duty in a regular and punctual manner and respond to afterhours call-outs and work overtime when deemed necessary by the Agency.