



Maine State Police Crime Laboratory

Management and Authority

1. Scope

The Maine State Police Crime Laboratory will define the organization of the laboratory and outline the responsibilities of each level of organization.

2. Overview of Organization

The Maine State Police Crime Laboratory is a division of the Bureau of the State Police, Department of Public Safety. The Laboratory Director is a direct report of the Maine State Police Major of Support Services. The Maine State Police Command Staff (Major, Lt. Colonel, and Colonel) is responsible for the overall administration of the facility to include major purchases; training and travel requests; and grant applications. The Command Staff does not have influence over the technical or scientific results produced by the laboratory.

The laboratory consists of the following analytical sections:

- Forensic Chemistry
 - Body Fluid Identification
 - Bloodstain Pattern Analysis
 - Trace Evidence
 - Fibers and textiles
 - Paint and polymers
 - Fire Debris
 - Hair (microscopic analysis)
 - General Physical and Chemical Analysis
- Forensic Biology
 - DNA Casework – Nuclear
 - Individual Characteristic Database (CODIS)
- Latent Print
 - Latent Print Processing and Comparison
 - Impression Evidence
 - Individual Characteristic Database (AFIS and IAFIS)
- Firearms
 - Firearms
 - Toolmarks
 - Serial Number Restoration
 - Distance Determination
 - Physical Matching

- 2.1 The laboratory conforms to the ISO/IEC 17025 and ANAB standards in the range of laboratory activities as defined on the most current Scope of Accreditation. The laboratory does not claim conformity with ISO/IEC 17025 nor ANAB for services performed not listed on the Scope of Accreditation.

3. Management Structure



Maine State Police Crime Laboratory

Management and Authority

- 3.1 The laboratory has determined the following management structure, where the Section Supervisors and Lab Sergeant are considered key management positions:
- Top Management: Director
Quality Manager
Technical Manager: Section Supervisor
Training Officer: Laboratory Sergeant
Safety Officer: Laboratory Sergeant
Security Officer: Laboratory Sergeant
- 3.2 In the event the Director is unavailable for more than three weeks or leaves employment of the laboratory, the Laboratory Sergeant will be the Acting Director and / or may appoint a designee from the laboratory management structure.
- 3.3 In the event the Quality Manager is unavailable for more than three weeks or leaves employment of the laboratory, the Director will be the Acting Quality Manager.
- 3.4 In the event the Safety Officer is unavailable for more than three weeks or leaves employment of the laboratory, the Director will be the Safety Officer.
- 3.5 In the event the Training Officer is unavailable for more than three weeks or leaves employment of the laboratory, the Director will be the Training Officer.
- 3.6 In the event a Technical Manager is unavailable for more than three weeks or leaves employment of the laboratory, the Director will appoint a member of the section to assume those duties on an acting basis. Any person in the position of Acting Technical Manager must have applicable education and experience to fulfill the duties.
- 3.7 During any transition period, the Director will ensure that all management positions are filled with either temporary or permanent assignees based on the structure described above. If someone is assigned temporary duties in any of the key management positions, that person is not guaranteed the assignment of those duties permanently.
- 4. Top Management Responsibilities**
- 4.1. Top Management of the laboratory is responsible for the management system, which includes quality, administrative and technical operations.
- 4.2 Top Management is responsible for striving for a high level of customer satisfaction.
- 4.3 Top Management will work to attain a high level of employee satisfaction. This will include providing employee development opportunities, appropriate equipment and supplies, and a satisfactory work environment.



Maine State Police Crime Laboratory

Management and Authority

- 4.4 Top Management will ensure that the laboratory performs testing in a way to meet the requirements of ANAB accreditation standards.
- 4.5 Top Management will be responsible for the communication within the laboratory. Staff meetings will be held regularly. Additionally, meetings with the supervisory staff will be held regularly.
- 4.6 The Director and the Quality Manager have the authority to initiate, suspend, and resume analytical operations of the laboratory, a laboratory section or an examiner.
- 4.7 Top Management will ensure that the integrity of the management system is maintained when changes to the management system are planned or implemented.
- 4.8 Top Management will ensure that any contract employees are supervised and trained in accordance with the laboratory management system.
5. **Director Responsibilities**
 - 5.1 The Director of the Crime Laboratory is responsible for the overall forensic operations with the laboratory. The Director will fulfill all hiring requirements noted in the job description set forth by the State of Maine Department of Human Resources.
 - 5.2 The Director is responsible for the following:
 - Accountable for overall forensic operations within the laboratory
 - Supports and promotes the management system by ensuring that the policies and objectives are documented, communicated to, understood, and implemented by laboratory personnel
 - Reviews and approves Quality Assurance Reports
 - Ensures that effective communications processes are established within the laboratory system
 - Writes grant proposals and maintains the laboratory budget
 - Approves the purchase of equipment and supplies for the laboratory
 - Supervision of the Section Supervisors
 - Reviews Performance Evaluations for accuracy and consistency
 - Personnel issues including recruitment, selection, hiring, and disciplinary action
 - Grants examiners approval to perform independent casework
 - Represents the Crime Laboratory during the legislative session
 - Serves as laboratory's principal liaison with law enforcement agencies, courts and news media relating to laboratory practices, directives, requirements, and abilities



Maine State Police Crime Laboratory

Management and Authority

- Conducts regular staff meetings to discuss the organization, budgetary matters and technical issues

6. **Quality Manager Responsibilities**

- 6.1 The Quality Manager answers directly to the Director of the Crime Laboratory and has the overall responsibility of the Crime Laboratory's Quality Management System. The Quality Manager will fulfill all hiring requirements noted in the job description set forth by the State of Maine Department of Human Resources.
- 6.2 The Quality Manager is responsible for the following:
- Maintaining and updating the Quality Manual
 - Monitoring laboratory practices to verify continuing compliance with ISO 17025 and ANAB accreditation standards
 - Monitoring laboratory practices to verify continuing compliance with the policies and procedures regarding the quality system
 - Ensuring validation of new technical procedures
 - Investigating technical problems, suggesting the remediation and verify their implementation
 - Reviews and approves Quality Assurance Reports
 - Administering proficiency testing and evaluating their results
 - Selecting, training and evaluating internal auditors
 - Scheduling and coordinating annual management system audits
 - Evaluating results of the quality management system audits
 - Proposing corrections and changes in the management system
 - Maintaining current job descriptions, educational backgrounds and training records including professional development for all scientific staff members
 - Meeting annually with the Director and supervisory staff to review the laboratory's management system and preparing the Management System Review memo for the Director to read and approve
 - Preparing and submitting the conformance checklist to ANAB
 - Overseeing the annual review of all section policies and procedures
 - Maintaining testimony review forms and testimony review tracking
 - Supervise Evidence Receiving

7. **Technical Manager**

- 7.1 Each scientific discipline will have a Technical Manager with training and experience in that discipline. The Technical Manager will also be the Section Supervisor and will



Maine State Police Crime Laboratory

Management and Authority

fulfill all hiring requirements noted in the job description set forth by the State of Maine Department of Human Resources.

7.1.1 The Technical Manager for the Forensic Biology Section, either full-time or acting, must meet the education and experience requirements set forth in the *Quality Assurance Standards for Forensic DNA Testing Laboratories*.

7.2 The Technical Manager is responsible for the technical operations of the section, which includes:

- Ensuring continued compliance with ISO 17025 and ANAB accreditation standards
- Assisting with the implementation, maintenance and improvement of the management system
- Approving all section policies, methods and forms and reviewing them annually
- Ensuring compliance with section policies and methods
- Identifying departures from the management system, policies or methods
- Approving all corrective actions relative to the section
- Approving deviations from technical procedures
- Reviewing academic transcripts of new employees when relevant
- Overseeing the training of new employees and documenting the training
- Encouraging employee development and reviewing the training and continuing education of each examiner annually
- Documenting approval of all validations and methods used by the section
- Proposing new or modified analytical procedures to be used by the examiners
- Reviewing the proficiency testing program of the section annually

7.3 The Technical Manager has the authority to initiate, suspend, and resume analytical operations of the section or an examiner.

7.4 The Technical Manager of the Forensic Biology Section will also be responsible for reviewing and documenting the review of internal and external DNA audit documents.

8. Section Supervisor

8.1 Each scientific discipline will have a Section Supervisor and will fulfill all hiring requirements noted in the job description set forth by the State of Maine Department of Human Resources. The Section Supervisor is also the Technical Manager.

8.2 The Section Supervisor is responsible for the following duties:

- Annual performance evaluations
- Scheduling and approving work and laboratory activities
- Case management

9. Laboratory Sergeant

9.1 The Laboratory Sergeant is responsible for the following duties:



Maine State Police Crime Laboratory

Management and Authority

- The Laboratory Sergeant is the Safety Officer and is responsible for reviewing, updating and approving laboratory safety policies.
- Conduct routine safety inspections
- Supervise Reception
- Laboratory Training Officer
- Laboratory Security Officer and security inspections
- Assistant Evidence Response Team Administrator
- Major case coordination
- Liaison between agencies and lab staff
- Discovery, Freedom of Access of Information Act requests, and post-conviction review requests
- Building maintenance issues
- Interns

10. Technical Personnel Responsibilities

- 10.1 Technical personnel include DNA Forensic Analysts, Forensic Chemists, Forensic Chemist Technicians and Forensic Scientists. Technical personnel are direct reports of their Section Supervisor. Technical personnel will fulfill all hiring requirements noted in the job description set forth by the State of Maine Department of Human Resources.
- 10.2 Technical personnel responsibilities and authorities may include but are not limited to the following. Specific job title requirements may be found in the relevant job description.
- Review, understand and follow laboratory policies and procedures
 - Examine physical evidence
 - Make determinations as to what evidence examinations should be performed
 - Work with other scientists to ensure evidence is processed appropriately
 - Make case assignments to other sections
 - Perform verifications, technical reviews and administrative reviews of casework; make suggestions to other examiners for technical or administrative changes as necessary
 - Work with investigators and attorneys as needed
 - Reagent preparation and quality control
 - Instrument maintenance and calibration checks
 - Laboratory cleaning and organization
 - Evidence packaging and handling; ensure evidence is protected and handled appropriately
 - Train and instruct investigators and other agencies on proper evidence collection and handling
 - Utilize the laboratory management system to identify potential quality related concerns or areas for improvement; participate in the investigations of quality issues or potential areas of improvement.



Maine State Police Crime Laboratory

Management and Authority

11. Organization

- 10.1 The laboratory is organized in such a way so that each individual is accountable to only one direct supervisor.
- 10.2 The following is an organization chart that outlines the interrelationships of the laboratory positions.

