



The *Washington State Patrol* is seeking a talented senior public sector professional to serve as the agency's

## **Forensic Laboratory Services Bureau Director**

**\$105,997 to \$111,576 annually**  
*Plus Excellent Benefits*



## WASHINGTON STATE PATROL

### LOCATION OF POSITION

Washington State Patrol Headquarters  
Olympia, Washington

### THE AREA

The City of Olympia is located in Thurston County. The county is 717 square miles in size and is located at the southern tip of Puget Sound in beautiful Washington State. Majestic Mount Rainier and the rugged Cascades are nearby to the east, while Washington's Pacific Ocean coast is just an hour's drive to the west. Thurston County is 60 miles south of Seattle and is 100 miles north of Portland, Oregon. The area has it all: ocean waters, mountains, rivers, forests, rural splendor and seclusion; cities and shopping; not to mention affordable housing, good wages, strong, stable employment and school systems that are some of the best in the State. Blessed with a mild climate, outdoor activities like biking, boating, hiking, tennis, and golf can be enjoyed year-round in Thurston County. Livability is a key word when describing the County.

Olympia, along with neighboring cities Lacey and Tumwater, have experienced significant growth over the past several years. The County is now home to more than 200,000 residents with approximately half living in the urban tri-city area, while others prefer the smaller towns of Yelm, Tenino, Rainier and Bucoda, and the unincorporated Thurston County area. Thurston County is one of the fastest growing areas in Washington State.

### THE AGENCY

The Washington State Patrol (WSP) is an internationally accredited public safety agency made up of approximately 2,200 employees statewide who work in a variety of specialties and programs. The agency's six bureaus provide essential contributions to the WSP mission.

### MISSION STATEMENT

The Washington State Patrol makes a difference every day, enhancing the safety and security of our State by providing the best in public safety services.

The **Field Operations Bureau** is comprised of eight districts and the Commercial Vehicle Division. Field Operations is primarily responsible for traffic law enforcement, collision investigation, and motorist assists on 17,524 miles of state and interstate highways. The Commercial Vehicle Division is responsible for the enforcement of commercial motor vehicle regulations.

The **Investigative Services Bureau** consists of five divisions that provide various public services, including vessel and terminal safety; narcotics investigation and dismantling of clandestine labs; fatality, criminal and missing person investigations; computer forensics; and organized crime intelligence.

The State Fire Marshal and **Fire Protection Bureau** have broad responsibility to ensure fire and life safety for the people of Washington State. The Fire Protection Bureau consists of Emergency Mobilization, Fire Code and Information Services, Fire Services Training, and Regional Fire Protection Services.

The **Forensic Laboratory Services Bureau** headquarters, located in Seattle, provides a wide range of forensic science expertise to city, county, and state law enforcement officers, assisting agencies at crime scenes, preparing evidence for trial, and providing expert testimony. The bureau coordinates the efforts of the State's Breath Alcohol Test Program, Drug Evaluation and Classification (DEC) Program, six Crime Laboratories, the Latent Print Laboratory, the Combined DNA Index System (CODIS) laboratory, and the State Toxicology Laboratory.

The **Management Services Bureau** serves the entire agency by overseeing Budget and Fiscal Services, Risk Management Division, and Property Management Division.

The **Technical Services Bureau** provides support services and information technology for the entire agency, as well as many other law enforcement and government agencies throughout the state. This bureau is comprised of the Communications Division, Criminal Records Division, Information Technology Division, Electronic Services Division, Human Resource Division, and Training Division.

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### ABOUT THE BUREAU

The Forensic Laboratory Services Bureau was formed in 1999 when the Washington State Toxicology Laboratory merged with the Washington State Patrol Crime Laboratory Division. Also included within the bureau responsibilities is the Impaired Driving Section.

The Crime Laboratory Division operates five multi-service crime laboratories in addition to two limited service laboratories throughout the state. The Patrol labs provide quality forensic services and training to over 300 law enforcement agencies within Washington State. All laboratories are accredited through the American Society of Crime Laboratory Directors

The Washington State Toxicology Laboratory performs drug and alcohol testing for coroners, medical examiners, law enforcement agencies, prosecuting attorneys, and the State Liquor Control Board in all 39 Washington counties. The laboratory receives approximately 10,000 cases per year of which approximately 50 percent are law enforcement DUI cases and 50 percent coroner/medical examiner cases.

The Impaired Driving Section is made up of the Breath Test and Drug Recognition Expert Programs of the Washington State Patrol. Drug Recognition Experts (DREs) are trained to recognize the symptoms of intoxication for seven different categories of drugs. The Breath Test Program manages and maintains all evidentiary breath-testing instruments in the state and provides all recertification training. The section provides computerized statistical data and analysis related to DUI enforcement to members of the criminal justice community. It also provides expert witness testimony in support of the statewide breath alcohol testing program.

### POSITION PROFILE

This is an exempt, at-will position (special deputy per RCW 43.43.020) reporting to the Office of the Chief of the Washington State Patrol.

### POSITION PROFILE (CONTINUED)

The Director of Forensic Laboratory Services acts in concert with the Washington State Forensic Investigations Council (FIC) in the development and implementation of statewide policy for forensic services. In addition to staff supervision and budget responsibility, the Director maintains liaison with other departments and agencies, the FIC, Washington Association of County Officials, and other criminal justice agencies to allow customer input, an interchange of goals, policies, procedures, and budgetary considerations.

In addition to administering resources and managing people and programs, the Director is responsible for the staffing, budget, accreditation, fiscal policy, legislative requests, policy development, training, technical assistance and human resources for the bureau. Serving as the principal advisor to the Chief and Deputy Chief of the Washington State Patrol on all matters relating to forensic services, the Director will also provide advice and consultation to the Governor and the Legislature as necessary.

### DESIRABLE QUALIFICATIONS

The WSP and Forensic Investigations Council are most interested in candidates who meet or exceed the following qualifications:

- Thorough knowledge of the modern principles and practice of forensic science.
- Strong administrative, managerial, and leadership skills, especially in the areas of analysis, problem solving, planning, budgeting, staffing and policy development.
- Knowledge of the national trends and developments in management of forensic laboratory services.
- Ability to prepare, monitor and manage multiple budgets.
- Knowledge of accreditation standards and criteria.
- Ability to understand and apply state statutes and directives concerning the administration of various criminal justice services.

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### DESIRABLE QUALIFICATIONS (CONTINUED)

- Strong interpersonal skills, including both verbal and written communications, with a consistent record of fostering and sustaining successful teams, partnerships, and alliances.
- Administrate supervisory and conceptual managerial techniques.
- Establish and maintain technical, personnel and management standards.
- Interpret and apply departmental, state, and federal policies, regulation, and laws.
- Work effectively with executive management and governmental entities at all levels.
- Experience working with boards, commissions, elected and appointed public officials, legislative staff, and legislators.
- Proven ability to function at the highest level of personal and professional integrity in an environment of intense scrutiny.
- Facilitate the delivery of quality and timely forensic science services through provision of appropriate resources to scientists.
- Experience with grant programs to include program design, administration, and assessment practices within the public sector.

### EDUCATION AND EXPERIENCE

Candidates must have a minimum of a Bachelor of Science degree in forensic science, natural science, or closely related field; however, an advanced degree in science or forensic science is preferred.

The ideal candidate must also have ten years or more of increasingly responsible management and leadership experience in a crime laboratory system, with an emphasis on the ability to lead a statewide technical assistance and policy organization.

### SELECTION PROCESS

Only those individuals who clearly demonstrate the stated qualifications will be considered. A limited number of qualified candidates will be invited for an oral interview.

Candidates selected for further consideration will be scheduled for a background investigation, including a polygraph examination. Applicants will be required to sign releases of information and shall not have access to any investigative materials or files. Background investigations are part of the pre-employment selection process and are not a commitment of employment. Finalists may be scheduled for an additional interview.

### APPLICATION PROCESS

Persons interested in this position may apply by submitting the following:

- Letter of Interest with a detailed description of their experience as it pertains to the qualifications listed
- Resume
- [Personal Background Evaluation form](#)
- [Applicant Profile Data form](#)

Please submit application materials to:

Washington State Patrol  
Human Resource Division  
Attn: Melissa Rasmussen  
210 11th Avenue SW, Room G-12  
PO Box 42620  
Olympia, WA 98504-2620  
Email: [melissa.rasmussen@wsp.wa.gov](mailto:melissa.rasmussen@wsp.wa.gov)

For inquiries on the position, please contact Ms. Kitty Jacobs at (206) 262-6000 or [kitty.jacobs@wsp.wa.gov](mailto:kitty.jacobs@wsp.wa.gov)

NOTE: This recruitment is open until filled. The hiring authority reserves the right and may exercise the option to make a hiring decision at any time. Candidate evaluation will be ongoing.

Persons with a disability, who need assistance in the application or assessment process, or those needing this announcement in an alternative format, may call (360) 704-2317. Applicants that are deaf or hard of hearing may call through the Washington Relay Service 7-1-1 or TDD# (360) 586-0660.

**The Washington State Patrol actively supports diversity in the workplace and is an Equal Opportunity Employer.**