

# Laboratory Services Bureau

## ADMINISTRATIVE SECTION



PROVIDING THE HIGHEST QUALITY FORENSIC SCIENCE SERVICES TO THE CITY OF PHOENIX

The Administrative Section of the Laboratory Services Bureau is headed by the Top Management of the Crime Lab—led by a Crime Lab Administrator and three Assistant Administrators.

The Assistant Administrators are each responsible for individual work units/sections of the laboratory. The laboratory offers service in eight scientific disciplines: Toxicology, Controlled Substances, Evidence Screening, Firearms, Trace, Latent Prints, Forensic DNA and Crime Scene Response.

The Crime Laboratory receives and completes between 20,000 and 30,000 requests for service annually. When a new request is received, it is disseminated to the appropriate section(s) of the Laboratory to be completed.

The Administrative Section also includes the Quality Assurance, Safety & Crime Suppression Units. The quality assurance program is under the control of the Quality Manager who is responsible for managing the quality system of the laboratory and maintaining compliance with the ANAB (ANSI-ASQ National Accreditation Board) accreditation program.

The Safety Unit and program is run by the Laboratory's Safety & Chemical Hygiene Officer. In addition, each section of the Laboratory has members of the Safety Committee to assist in the daily tasks of keeping staff safe in the building. The safety and well being of all staff members is of utmost priority.

The Crime Suppression Unit is staffed by a detective who is responsible for facilitating the forensic process in support of ongoing investigations and trials. They work closely with detectives from each investigative bureau, as well as, the Maricopa County Attorney's Office. They are also part of the investigative team for officer involved shootings. The Laboratory Detective trains new detectives on how to use different forensic disciplines to solve their cases, how to make lab requests and how to interpret laboratory reports.

Supporting the Top Management Team and the Laboratory are a section of administrative staff to include an Administrative Assistant, Secretary and Police Aides.

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