Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy. The official position description for this position is available from the HR office for the agency.

Position Code: FORNSCIE

Civil Service Class and Level: Forensic Scientist-E

Working Title (What the agency calls the position): Forensic Scientist

Name and Position Code Description of Direct Supervisor: BEAUCHAMP, SAMANTHA N; STATE POLICE LAB MANAGER-3

Department/Agency: STATE POLICE

Work Area: Forensic Science Division

Work Location/Hours of Work: 7320 N. Canal Road, Lansing, MI 48913 / 8 a.m. 5 p.m., Monday-Friday

General Summary of Function/Purpose of Position: Responsible for examining forensic evidence in connection with criminal cases in the area of Toxicology. Duties also include testifying in court, crime scene investigations, and supporting the validation of new methods, equipment and instruments. This position will receive direct training by a senior-level scientist or manager until fully competent. This position is required to perform all duties in a bias free manner.

Assigned duties and tasks for each duty.

Duty 1 **Percentage: 75**

Receives, examines and analyzes laboratory evidence using toxicology testing methods.

- Analyzes biological and beverage samples submitted to the laboratory for alcohol analysis.
- Operates and calibrate instruments as needed.
- Completes administrative and chain-of-custody documentation.
- Authors alcohol report.
- Maintains control and calibration data associated with sample analysis.
- Handle and process large variety of cases and scenarios.
- Interact with law enforcement to determine the scope and direction of analysis and determine the samples to forward for toxicology testing.

Duty 2 **Percentage: 5**

Investigates major crime scenes and assists in the collection of physical evidence for laboratory examination.

- Respond to crime scenes to assist in the collection and preservation of evidence for laboratory examination.
- Properly evaluate evidence at the scene using various laboratory methods.
- Communicate with other professionals (pathologists, anthropologists, police officials, prosecutors, medical examiners, and attorneys) in order to be successful in this area.

Duty 3 **Percentage: 10**

Attends court. Provide testimony in court with regard to chain of custody, crime scene sketches and photographs.

- Reviews the laboratory case record(s), including all laboratory reports and examination documentation prior to trial.
- Prepare any necessary exhibits or documents that are required for trial.
- Meets with representatives of investigating agency and prosecutor’s office as needed for trial preparation.
- Court testimony.

Duty 4 **Percentage: 10**

Participate in research to develop or improve analytical methods.

- Research projects directly related to the Toxicology Unit.
- Support validation of new methods, equipment, and instruments by executing assigned part of the validation plan.
- Reads journals articles, publications, court rulings, etc. related to the latent print discipline.
- Attend meetings, seminars, conferences, etc. to share and gain new knowledge related to the toxicology discipline.

Types of decisions made independently and whom or what those decisions affect: The individual must be able to determine how to proceed with evidence analysis on any particular case based on evidence submitted and the investigative scenario. The individual must also be able to determine the appropriate samples to be submitted for subsequent Toxicology testing based on policy and investigative needs. The individual must be able to determine the appropriate types of Toxicology testing to conduct as well as which methods to utilize to conserve evidence and produce acceptable Toxicology data.

Types of decisions that require the supervisor's review: Supervisors should be included in instances of quality assurance assessments and fulfilling discovery/FOIA requests. When the outcome of an analysis could have repercussions on other units in the laboratory or other divisions within the department.

Physical effort used to perform this job and environmental conditions of this position: Lifting up to 30 pounds and carrying that load for a distance of up to 100 feet over uneven terrain; walking; standing; kneeling; bending; squatting; climbing stairs; driving a motor vehicle. Daily exposure to biohazardous materials and hazardous chemicals in a laboratory environment.
Work long hours without proper rest at prolonged crime scene responses. Reponses may include extreme heat or cold, may be damp or wet, and may contain repulsive orders.

Names and classes and levels of employees whom this position immediately supervises:

Essential functions of this position: This position is responsible for examining forensic evidence in connection with criminal cases in the areas of Toxicology for the Forensic Science Division. Duties also include testifying in court, crime scene investigations, and supporting the validation of new methods, equipment and instruments. This position will receive direct training by a senior-level scientist or manager until fully competent. This position is required to perform all duties in a bias free manner.

Function of the work area: Provide examinations on evidence submitted in connection with criminal cases in the following areas: Toxicology. Report results and testify in court as needed.

Education, experience, and credentials typically needed to perform the position's essential functions [Equivalent combinations of education and experience can also be evaluated on an individual basis for applications providing sufficiently detailed descriptions of the other experience.]:

EDUCATION:
Possession of a bachelor's degree in forensic science, natural science, or a related pure or applied science.

EXPERIENCE:

Forensic Scientist 9
No specific type or amount is required.

Forensic Scientist 10
One year of professional experience working in a crime laboratory carrying out a variety of tests, analyses or production and research activities involving chemical, biochemical, biological or physical evidence samples, specimens, or products equivalent to a Forensic Scientist 9.

Forensic Scientist P11
Two years of professional experience working in a crime laboratory carrying out a variety of tests, analyses or production and research activities involving chemical, biochemical, biological or physical evidence samples, specimens, or products equivalent to a Forensic Scientist, including one year equivalent to a Forensic Scientist 10.

Alternate Education and Experience

Forensic Scientist 9
Firearms Specialty:

Individuals possessing a bachelor’s degree in any major and at least two years of State Police Specialist experience performing firearms and toolmarks examinations in the Michigan State Police Forensic Science Division.

KNOWLEDGE, SKILLS, AND ABILITIES:
Good language skills, the ability to meet people at all levels, and the ability to work with and for other agencies.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid Michigan driver's license.

Maintains professional memberships in organizations affiliated with forensic science standards and requirements and adheres to all ethics, programs, and other mandates of these organizations.