

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency STATE POLICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Services Bureau
4. Civil Service Position Code Description FORENSIC TECHNICIAN-E	10. Division Forensic Science Division
5. Working Title (What the agency calls the position) IBIS Technician	11. Section Grand Rapids Forensic Laboratory
6. Name and Position Code Description of Direct Supervisor CRUMP, JEFFERY B; STATE POLICE LAB MANAGER-3	12. Unit Firearms/Toolmarks Unit
7. Name and Position Code Description of Second Level Supervisor VOGEL, ASHLEIGH J; STATE POLICE LAB DIRECTOR	13. Work Location (City and Address)/Hours of Work 720 Fuller, NE., Grand Rapids, MI. 49503 / 8 am – 5 pm, Monday - Friday

14. General Summary of Function/Purpose of Position

Participates in a variety of analytical laboratory support activities in the Firearms and Toolmarks unit. Logging in of samples, preparation of standards and reagents, inventory supplies, and analysis data/reports maintenance, and computerized data entry. Will perform analytical tasks at direction of professional staff and assist in any/all duties necessary in the Firearms Unit. This position functions in a bias free manner.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage: 40**

Maintains proper utilization of the Integrated Ballistics Identification System (IBIS).

Individual tasks related to the duty:

- Selecting and entering appropriate fired bullets and cartridge cases samples to be entered into IBIS.
- Entering pertinent demographics of case.
- Maintaining sufficient documentation and logs.
- Preparing Correlation requests and reviewing results of all IBIS entries.
- Locating potential matches between cases/evidence and pursuing the examination of these matches.
- Contacting local agency of potential matches and pursuing the examination of these matches.
- Entering evidence for sites without technicians.
- Basic maintenance of system.
- Assisting the ATF with test firing their firearms as well as collection of test evidence for submission into IBIS.

Duty 2

General Summary: **Percentage: 40**

Performing firearms related casework.

Individual tasks related to the duty:

- Receiving and handling of evidence.
- Maintaining chain of custody.
- Documentation of Evidence.
- Test Firing of weapons.
- Checking safety of all firearms.
- Performing serial # restorations.
- Performing Open shooting cases.
- Returning completed casework to appropriate agency.
- Attending conferences, seminars, and advanced training sessions related to job.
- Keeping abreast of scientific advancements in forensic fields by reading technical journals.

Duty 3

General Summary: **Percentage: 5**

Training Individuals.

Individual tasks related to the duty:

- Training local, city and state agencies regarding crime scenes and evidence processing.
- Educating law enforcement agencies on the benefits and potential of IBIS.
- Creating PowerPoint presentations for educational purposes.
- Training interns in basic firearms/toolmarks identification.
- Giving tours at lab to special interest groups.

Duty 4

General Summary: **Percentage: 5**

Setting up quality controls and proficiency testing.

Individual tasks related to the duty:

- Selecting suitable weapon with appropriate markings/characteristics.
- Interpreting results and implementing necessary changes.
- Checking the validity of the system as well as the user.
- Creating logs to document results of quality controls and proficiency testing.
- Creating Logs to document the results of the annual benchmark.

Duty 5

General Summary: **Percentage: 5**

Implementation of protocol, procedures, forms and logs to meet ASCLD requirements.

Individual tasks related to the duty:

- Creating and maintaining official logs.
- Formulating plans to maximize the potential of individual characteristics databases for the law enforcement community.
- Establishing the basic protocols and procedures expected of the Firearms technicians.

Duty 6

General Summary:

Percentage: 5

Maintaining standards, references, supplies, and equipment routinely used in the Firearms Unit.

Individual tasks related to the duty:

- Cataloging and organizing reference gun and ammunition collection.
- Assessing/Fixing faulty equipment (cameras and computers etc.)
- Mixing chemical reagents for serial number restorations.
- Making sure all necessary supplies are fully stocked.
- Ordering supplies for the firearms unit as well as for crime scenes.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Prioritize the order in which the open shooting cases submitted are completed.

Schedule trips to other Laboratories to maintain their IBIS entries as necessary.

17. Describe the types of decisions that require the supervisor's review.

Most decisions require supervisor's review before going up chain of command.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Work environments frequently involve exposure to unpleasant fumes, odors, and bloodborne pathogens. Safety procedures are covered in Forensic Science Division Policy. 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.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

Processing of open shooting cases.

I.B.I.S. duties, entry of appropriate fired evidence and test shots into the database.

Assist examiners with the daily casework where assistance is needed (photography, F.A. evidence breakdown, documentation).

Assist in transfer of evidence to and from other Laboratories.

Assist other Laboratories by entering and correlating their I.B.I.S. entries.

Intake and return of evidence.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Removal of protocol and procedure creation, assisting with involved cases and training of recently hired IBIS technicians.
Updating position description to recruit for current vacancy.

25. What is the function of the work area and how does this position fit into that function?

The Firearms/Toolmarks unit is responsible for the following examination duties:

Identification/Elimination of fired evidence to a questioned firearm.

Classification of fired evidence.

Serial Number restoration.

Distance determination.

Open shooting examinations.

Function testing.

This position contributes to the successful completion all of the listed above functions with the exception of Toolmarks examinations.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of an associate's degree in forensic science, chemistry, biochemistry, biology, microbiology, or a related pure or applied science.

EXPERIENCE:

Forensic Technician 8

No specific type or amount is required.

Forensic Technician 9

One year of experience equivalent to a Forensic Technician 8.

Forensic Technician E10

Two years of experience equivalent to a Forensic Technician, including one year equivalent to a Forensic Technician 9.

Alternate Education and Experience

Forensic Technician E10

Possession of a bachelor's degree or higher with 16 semester (24 term) credits in job specific or related course work may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Familiarity with safety of firearms, chemicals, and biohazard contaminated evidence. Knowledge of lab terminology and equipment. Methods of preparing solutions and media. Ability to keep records, communicate effectively and computer skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

ASHLEY ALVARADO

3/16/2026

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date