

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1.

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 Scientist-E	10. Division Forensic Science Division
5. Working Title (What the agency calls the position) Forensic Scientist 9-11	11. Section Marquette Forensic Laboratory
6. Name and Position Code Description of Direct Supervisor WELCH, JASON J; STATE POLICE LAB DIRECTOR 15	12. Unit Latent Prints
7. Name and Position Code Description of Second Level Supervisor BOWEN, JOHN; STATE ADMINISTRATIVE MANAGER 16	13. Work Location (City and Address)/Hours of Work 1924 Industrial Pkwy., Marquette MI 49855 / 8 a.m. to 5 p.m.

14. General Summary of Function/Purpose of Position

At the trainee level, the Forensic Scientist 9-11, under supervision of a training officer and senior analysts, completes all phases of the training program, becoming familiar with all facets of evaluating and examining fingerprint evidence.

The Forensic Scientist 9-11 participates in investigations at major crime scenes and provides expert testimony in state and federal courts as required.

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: 85

Receives, evaluates, and examines fingerprint evidence and reports findings.

Individual tasks related to the duty:

- May use a variety of processing techniques and forensic light sources on submitted evidence to develop latent fingerprints.
- Records latent fingerprints by lifting, casting, or photography.
- Uses dedicated systems for the enhancement of digitally processed latent print images.
- Compares latent prints to known standards.
- Uses state and federal automated fingerprint identification systems to determine the source of latent prints.
- Identifies unknown deceased persons.
- When trained to competency, participates in the technical and administrative review of casework

Duty 2

General Summary:

Percentage: 5

Investigates major crime scenes and analyze physical evidence.

Individual tasks related to the duty:

- Participates as a member of a laboratory response team in investigating major crime scenes to detect, interpret, record, collect, and preserve physical evidence
- May be responsible for documentation of a crime scene including photographs, notes, sketches, and authoring the laboratory report.
- May attend autopsies to record and obtain physical evidence.

Duty 3

General Summary:

Percentage: 5

While in training status, attends court to observe testimony of senior analysts.

Individual tasks related to the duty:

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

Duty 4

General Summary:

Percentage: 5

May participate in research to develop or improve analytical methods.

Individual tasks related to the duty:

- Participates in training of other investigators in the various aspects of criminal investigations pertaining to forensic evidence.
- Reads journal articles, publications, court rulings, etc. related to the latent print discipline.
- Attends meetings, seminars, conferences, etc. to share and gain new knowledge related to the latent print discipline.

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

Decisions regarding case analysis including processing options, suitability of latent images for comparisons, automated fingerprint database entry suitability evaluations, and assessments of evidence for potential additional evidence recovery are made independently. These decisions contribute to the overall effectiveness of the latent print discipline and the ability to aid criminal investigations, ultimately assisting in solving crime or exonerating the innocent.

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

Amending a request for examination.

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.

May be required to work long hours without proper rest at prolonged crime scene responses. Responses may include extreme heat or cold, may be damp or wet, and may contain repulsive odors.

May be required to transport materials, supplies, or evidence that could include occasional standing, sitting, climbing, stooping, balancing, kneeling, crouching, crawling, reaching, lifting, carrying, bending, or walking.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

To make competent evaluations of fingerprint evidence submitted to the laboratory or available at criminal investigations, making appropriate decisions throughout resulting processes that will yield the most accurate assessment regarding the forensic examination requested or initiated.

The conclusions reached through the analysis of fingerprint evidence are required to be accurately reported to the investigating agency and must be defensible in a court of law.

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

Establishment

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

The function of the latent print unit is to provide forensic expertise in the science of fingerprint identification to the entire criminal justice community. This function can only be facilitated by maintaining highly learned, trained, and skilled personnel in this described position.

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

EDUCATION:

Possession of a bachelor's degree with a major in natural science, criminal justice, forensic science, or a related pure or applied science, with at least 8 semester credits in chemistry.

Note: Individuals possessing a bachelor's degree with a qualifying major but not completing 8 semester credits in chemistry may be appointed to a position in the Latent Prints and Questioned Documents Specialty provided they attain the required semester credits in chemistry by the end of the second year of employment within the specialty area. Failure to earn the 8 semester credits within the specified timeframe may result in separation from the forensic sciences program.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Reading and comprehension skills are desired. Adaptability regarding the ability to work independently for prolonged time periods alternating with working in a group environment with other forensic personnel and non-scientific personnel from a variety of agencies.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid Michigan driver's license.

State Police uniform personnel must be absent of a criminal record of felony convictions which would prohibit the applicant from receiving, possessing, and carrying a firearm.

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

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.

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