

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

|                                     |
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| <b>Position Code</b><br>1. FORNSCIE |
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## 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.

|  |   |
|--|---|
| <b>2. Employee's Name (Last, First, M.I.)</b>  | <b>8. Department/Agency</b><br>STATE POLICE   |
| <b>3. Employee Identification Number</b>   | <b>9. Bureau (Institution, Board, or Commission)</b><br>State Services Bureau   |
| <b>4. Civil Service Position Code Description</b><br>Forensic Scientist-E  | <b>10. Division</b><br>Forensic Science Division  |
| <b>5. Working Title (What the agency calls the position)</b><br>Forensic Scientist                                       | <b>11. Section</b><br>Marquette Forensic Laboratory   |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>WELCH, JASON J; STATE POLICE LAB DIRECTOR           | <b>12. Unit</b><br>Latent Prints  |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>BOWEN, JOHN E; STATE ADMINISTRATIVE MANAGER-2 | <b>13. Work Location (City and Address)/Hours of Work</b><br>1924 Industrial Parkway, Marquette, MI 49855 / 8:00 a.m. – 5:00 p.m. |

**14. General Summary of Function/Purpose of Position**

The trainee is expected to successfully complete all requirements of the training program. The training includes processing of evidence and evaluation and comparison of friction ridge impressions. The trainee participates in investigations at major crime scenes and provides testimony in local, state and federal courts as required. Delivers accurate evaluations of fingerprint evidence submitted to the laboratory. Must demonstrate proficiency in processing techniques and equipment, photography, Adobe photoshop, friction ridge LIMS, laboratory LIMS, and comparison methodology. This position is required to perform all duties 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: 85**

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

**Individual tasks related to the duty:**

- Uses 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**

Attends crime scenes to assist in the collection and preservation of physical evidence for laboratory examination.

**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
- Responsible for documentation of a crime scene including photographs, notes, sketches, and authoring the laboratory report.
- 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 and provides testimony.

**Individual tasks related to the duty:**

- Meets with representatives of the investigating agency and prosecutor's office as needed for trial preparation..
- 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.

**Duty 4**

**General Summary:**

**Percentage: 5**

Participates in research to develop or improve analytical methods

**Individual tasks related to the duty:**

- Attends meetings, seminars, conferences, etc. to share and gain new knowledge related to the latent print discipline.
- 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.

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):

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

New position

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 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:**

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.

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.***

JENNIFER GRAY

\_\_\_\_\_  
Appointing Authority

11/1/2024

\_\_\_\_\_  
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