

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. FORNTCHE

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) Forensic Technician 8-E10	11. Section Bridgeport Lab
6. Name and Position Code Description of Direct Supervisor LAMONT, KEITH W; STATE POLICE LAB MANAGER-3	12. Unit Firearms and Toolmarks
7. Name and Position Code Description of Second Level Supervisor LAMONT, KEITH W; STATE POLICE LAB DIRECTOR	13. Work Location (City and Address)/Hours of Work 6296 Dixie Highway, Bridgeport, MI 48722 / Monday – Friday 8 a.m. – 5 p.m

14. General Summary of Function/Purpose of Position

This position participates in a variety of analytical laboratory support activities in the Firearms 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 must 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: 40

Maintains proper utilization of the unit's individual characteristics databases such as the Integrated Ballistics Identification System (IBIS) and the National Integrated Ballistic Information Network (NIBIN).

Individual tasks related to the duty:

- Selecting and entering appropriate fired bullets and cartridge case samples to be entered into the individual characteristics database(s)
- Entering pertinent demographics of a case
- Maintaining sufficient documentation and logs
- Preparing correlation requests and reviewing results of all entries
- Locating potential matches between cases/evidence and pursuing the examination of these matches
- Coordinating with the IOD data analyst to contact local agency of potential matches and pursuing the examination of these matches
- Creating and implementing database entry protocol and procedures
- Entering evidence for sites without technicians
- Basic maintenance of system

Duty 2

General Summary:

Percentage: 40

Performing firearms related casework

Individual tasks related to the duty:

- Receiving and handling evidence
- Maintaining chain of custody
- Documentation of evidence
- Test firing of weapons
- Checking safety of all firearms
- Performing open shooting cases
- Assisting examiners with more involved firearms examination cases
- Returning completed casework to appropriate agency
- Travel to customer agencies as needed to receive Firearms evidence
- Attending conferences, seminars, and advanced training sessions related to the job
- Keeping abreast of scientific advancements in forensic fields by reading technical journals

Duty 3

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 4

General Summary:

Percentage: 5

Implementation of protocol, procedures, forms and logs to meet accreditation 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 5**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.)
- Making sure all necessary supplies are fully stocked
- Ordering supplies for the Firearms Unit as well as for Crimes Scenes

Duty 6**General Summary:****Percentage: 5**

Other assigned duties

Individual tasks related to the duty:**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 database entries as necessary

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

Most decisions require supervisor's review before going up the 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 environment frequently involves 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):

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

Participates in a variety of analytical laboratory support activities in the Firearms 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.

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 Firearm and Toolmark Identification Unit of the Michigan State Police Forensic Science Division is comprised of forensic scientists and technicians, civilians, and enlisted members of the MSP. The members of this unit are responsible for a variety of examinations. The primary examination conducted is the comparison of toolmarks observed on fired components of ammunition, or other surfaces, to determine if they were produced by a particular firearm or tool. Other examinations include function testing of firearms for entry into the National Integrated Ballistic Information Network (NIBIN), serial number restoration, distance determination, and classification of fired bullets.

This position contributes to the successful completion of all the functions listed above with the exception of distance determination.

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:

Possession of a valid driver's license.

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

6/6/2025

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