



CRIME LABORATORY JOB FAMILY

CAREER PATH

Positions in this family perform a wide variety of crime laboratory research and analysis activities including the presentation of findings and/or performing specialized, technical work that includes collecting, interpreting, and summarizing data to provide usable information regarding various programs, special studies, and contracts.

Typical functions

The functions within this job family will vary by level, but may include the following:

- ❖ Receiving, securing, and returning physical evidence in criminal cases.
- ❖ Assisting forensic scientists in operations of the crime laboratory.
- ❖ Complex and technical work in the use of scientific methods to detect, interpret, and report findings of physical evidence.
- ❖ Ensuring operations, manuals, instruction, and processes conform to identified standards and accrediting institution requirements.
- ❖ Monitor and evaluate operational efficiency and/or compliance to federal and state laws, rules, and regulations.
- ❖ Provide recommendations for changes or improvements.

The work assigned to positions in this series ranges from receiving and securing physical evidence in criminal cases to overseeing and directing all activities within the Missouri State Highway Patrol's Crime Laboratory.

Forensic Laboratory Evidence Assistant

Pay grade: 15

This administrative support position is responsible for receiving, securing, and returning physical evidence submitted for analysis in criminal cases, as well as performs a variety of clerical, printing, and mail related tasks in support of a crime laboratory. Employees at this level are required to have a knowledge of the procedures and processes applicable to the performance of the work and to organize their work on a daily or weekly basis by exercising independence and judgment.

Minimum Requirements

High School diploma or equivalent.

Forensic Laboratory Technician

Pay grade: 21

This professional position is accountable for assisting a forensic scientist and crime laboratory staff in the operations of the crime laboratory. Employees will maintain laboratory equipment,



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prepare reagents, perform quality assurance and quality control functions, and will perform research, analysis, and/or evaluation in support of crime laboratory programs or operation. Work is performed with considerable independence within the framework of established policies and procedures. However, under the supervision of a Forensic Scientist, the employee will work with evidence, screen samples, prepare instruments for analysis, and generate instrument data. At this level, employees also analyze and review efficiency of workflows and processes and make recommendations for changes or improvements.

Minimum Requirements

High school diploma or equivalent and 60 hours of college coursework (Official college transcripts and supporting coursework documentation must be provided prior to start of employment.)

Forensic Scientist Trainee

Pay grade: 25

This is a first-level professional and technical position where the employee receives comprehensive instruction, and on-the-job training, in the use of scientific methods of collection, observation, and analysis to detect, interpret, and report findings of physical evidence in one of the following specialties: Combined DNA Index System (CODIS), DNA Casework, DNA Screening, Drug Chemistry, Firearms/Toolmarks, Latent Prints, Toxicology, or Trace Evidence. Instruction and work are expected to adhere to established policies and operating procedures. This position requires the employee to be able to testify as an expert witness in a court of law.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in experience; however, prior job experience will not replace the minimum academic requirement. A minimum acceptable grade of C or equivalent in the listed core coursework is required.)*

Applicants with completed coursework with titles other than those listed below shall provide supporting documentation (e.g., syllabus, letter from instructor) detailing the course content. These courses must comply with the current FBI Quality Assurance Audit Document. Official college transcripts and supporting coursework documentation must be provided prior to start of employment.

Discipline Specific Minimum Requirements (see below):



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CODIS

Possess a bachelor's degree (or equivalent) or an advanced degree from an accredited college or university in a biology, chemistry or forensic science related field. College coursework must include 20 semester hours in biology and successfully completed courses (graduate or undergraduate level) in biochemistry, genetics, molecular biology, and statistics and/or population genetics.

DNA CASEWORK AND DNA SCREENING

Possess a bachelor's degree (or its equivalent) or an advanced degree from an accredited college or university in a biology, chemistry or forensic science related field. College coursework must include 20 semester hours in biology and successfully completed courses (graduate or undergraduate level) in biochemistry, genetics, molecular biology, and statistics and/or population genetics.

DRUG CHEMISTRY

Possess a bachelor's degree (or equivalent) or an advanced degree from an accredited college or university in one of the natural sciences or closely related fields. College coursework must include 20 semester hours of chemistry, including two semesters of general chemistry with laboratory, two semesters of organic chemistry, and one semester of organic chemistry laboratory. Survey or introductory coursework intended for non-chemistry majors will not satisfy the above requirements.

FIREARMS/TOOLMARKS

Possess a bachelor's degree (or equivalent) or an advanced degree from an accredited college or university in one of the natural sciences or closely related fields. College coursework must include one semester of chemistry with lecture and laboratory components.

LATENT PRINTS

Possess a bachelor's degree (or equivalent) or an advanced degree from an accredited college or university in one of the natural sciences or closely related fields. College coursework must include 24 total semester hours of science, technology, engineering, and/or mathematics.

TOXICOLOGY

Possess a bachelor's degree (or equivalent) or an advanced degree from an accredited college or university in one of the natural sciences or closely related fields. College coursework must include 25 semester hours of chemistry, including two semesters of general chemistry with



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laboratory, two semesters of organic chemistry with laboratory, and one semester of quantitative analysis or analytical chemistry. Survey or introductory coursework intended for non-chemistry majors will not satisfy the above requirements.

TRACE EVIDENCE

Possess a bachelor's degree (or equivalent) or an advanced degree from an accredited college or university in one of the natural sciences or closely related fields. College coursework must include 25 semester hours of chemistry, including two semesters of general chemistry with laboratory, two semesters of organic chemistry with laboratory, and one semester of quantitative analysis, analytical chemistry, instrumental analysis, or equivalent. Survey or introductory coursework intended for non-chemistry majors will not satisfy the above requirements.

Forensic Scientist

Pay grade: 28

This is a second-level professional and technical position. Work includes performing complex and technical work in the use of scientific methods of collection, observation, and analysis to detect, interpret, and report findings of physical evidence in one of the following specialties: Combined DNA Index System (CODIS), DNA Casework, DNA Screening, Drug Chemistry, Firearms/Toolmarks, Latent Prints, Toxicology, or Trace Evidence. An employee may assist in the training of other forensic scientists and support staff. Work is performed under general supervision of a superior who develops assignments and provides advice and assistance in complex work methods; however, the employee is expected to adhere to established policies and operating procedures. This position requires the employee to be able to testify as an expert witness in a court of law.

Minimum Requirements

In addition to the minimum requirements identified in the previous level of a Forensic Scientist Trainee, two years of experience in the employee's assigned specialty.

Senior Forensic Scientist

Pay grade: 30

This is an advanced professional and technical position accountable for performing complex and technical work in the use of scientific methods of collection, observation, and analysis to detect, interpret, and report findings of physical evidence in one of the following specialties: Combined DNA Index System (CODIS), DNA Casework, DNA Screening, Drug Chemistry, Firearms/Toolmarks, Latent Prints, Toxicology, or Trace Evidence. The employee serves as a lead worker by training other forensic scientists and support staff. Within the employee's assigned specialty, work also includes preparing reports, developing procedures for the laboratory,



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testifying in court, and instructing others. Work is performed with considerable independence within the framework; however, the employee is expected to adhere to established policies and operating procedures.

Minimum Requirements

In addition to the minimum requirements identified in the previous level of a Forensic Scientist Trainee, seven years of experience in the employee's assigned specialty, as well as successfully demonstrate performance in the following duties:

- ❖ Possess and maintain membership in at least two professional forensic science organizations, one of which must be a national organization (memberships must be maintained).
- ❖ Possess and maintain forensic certification from the American Board of Criminalistics (ABC), American Board of Forensic Toxicology (ABFT), Association of Firearm and Tool Mark Examiners (AFTE), International Association for Identification (IAI), or a certification pre-approved by the Division Director.
- ❖ Documented participation, within the preceding three years of eligibility for promotion, in at least one project/committee for the Division (e.g., CODIS Administrator, Safety Officer, grievance committee, safety committee, etc.)
- ❖ Possess at least two years of active participation on an approved national/regional professional forensic science committee (must be verified by the committee chairperson); or have been published in an approved peer-reviewed forensic journal (must be verified); or served as a primary workshop instructor for an approved national/regional professional forensic science organization (must be verified by the organization); or have served as an ANAB technical assessor (must be maintained).
- ❖ Fully qualified and proficiency tested in all assigned discipline components conducted at the assigned laboratory location. Trace Evidence proficiency in at least four (4) sub-disciplines. Extenuating circumstances will be reviewed. Full proficiency must be maintained.
- ❖ Qualified as an expert witness (extenuating circumstances will be reviewed).
- ❖ Documented training of other assigned discipline personnel for the Division.



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Forensic Laboratory Technical Leader

Pay grade: 32

This is a responsible position for which the employee is accountable for the quality assurance program for their assigned discipline in all applicable laboratories in the system. The Technical Leader ensures the discipline operation, manuals, instruction, and forms conform to International Organization of Standardization (ISO)/International Electrotechnical Commission (IEC) 17025, ANSI National Accreditation Board (ANAB) accreditation, and Quality Management System (QMS) requirements. An employee assigned to the DNA discipline will ensure the discipline operation, manuals, instructions, and forms conform to the Federal Bureau of Investigation's (FBI) Quality Assurance Standards (QAS). Work is performed with considerable independence within the framework; however, the employee is expected to adhere to established policies and operating procedures. General supervision is received from the immediate supervisor.

Minimum Requirements

In addition to the minimum requirements identified in the previous level of a Forensic Scientist Trainee, four years of experience with the agency in the employee's assigned specialty.

Forensic Scientist Supervisor

Pay grade: 32

This supervisory position is accountable for overseeing and coordinating complex and technical work in the analysis and handling of forensic evidence. An employee may supervise the work and staff of one or more of the following specialties: Combined DNA Index System (CODIS), DNA Casework, DNA Screening, Drug Chemistry, Firearms/Toolmarks, Latent Prints, Toxicology, or Trace Evidence. An employee must maintain proficiency-tested expertise in their assigned discipline, as applicable. Direction is received from the management staff that makes special assignments and reviews the work through the evaluation of reports and meetings. An employee may also be responsible for the daily operations of their assigned laboratory. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. Supervision at this level also requires the employee to have the knowledge and skills to perform and review the work overseen.

Minimum Requirements

In addition to the minimum requirements identified in the previous level of a Forensic Scientist Trainee, seven years of experience in the Forensic Scientist career path.



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Forensic Laboratory Manager

Pay grade: N/A

This managerial position is accountable for assisting the Director and Assistant Director in overall management of the Crime Laboratory Division and remote laboratories, as well as quality assurance of programs or processes within one or more specific areas. An employee assigned to oversee quality assurance is accountable for reviewing, evaluating, and recommending changes to the forensic analytical, reporting, and testifying activities of the Crime Laboratory Division to ensure ongoing compliance with accreditation requirements. This position exercises considerable independent judgment and discretion in contacts with subordinates, the public, and personnel from federal, state, local, and private agencies. Work is performed under minimal direct supervision with considerable independent judgment, decision-making, and discretion required. Employee supervision of lower-level staff includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. In addition, employees are expected to have the knowledge and skills to review the work overseen.

Minimum Requirements

In addition to the minimum requirements identified in the previous level of a Forensic Scientist Trainee, nine years of experience in the Forensic Scientist career path.

Division Assistant Director

Pay grade: N/A

This is very responsible, professional, and advanced technical position for which the employee is accountable for supporting the Division Director in overall management of the operations and activities of the Crime Laboratory Division, to include the remote laboratories statewide. An employee works with the Director to ensure the efficient operation of the division and is responsible for the division in the absence of the Division Director. The individual in this position exercises considerable independent judgment and discretion when interacting with Patrol personnel, the public, and personnel from other federal, state, and local entities. Work is performed under minimal supervision with considerable independent judgment, decision making, and discretion required.

Minimum Requirements

In addition to the minimum requirements identified in the previous level of a Forensic Scientist Trainee, 10 years of relevant experience, and one year of experience as a Forensic Laboratory Manager.



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Division Director

Pay grade: N/A

This executive level position is accountable for directing all activities within the Missouri State Highway Patrol's Crime Laboratory Division. An employee in this position exercises technical and administrative expertise in the performance of duties. The individual in this position exercises considerable independent judgment and discretion when interacting with Patrol personnel, the public, and personnel from other federal, state, and local entities. Work is performed under minimal supervision with considerable independent judgment, decision making, and discretion required.

Minimum Requirements

In addition to the minimum requirements identified in the previous level of a Forensic Scientist Trainee, 11 years of relevant experience, with one year of experience as, and currently be serving as, a Division Assistant Director with the agency's crime laboratory

ADDITIONAL INFORMATION

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a polygraph examination, background investigation, and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Employees must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

Minimum Requirements specific to the Crime Laboratory Job Family that may apply and are dependent on assigned discipline and/or areas of responsibility:

- ❖ Must obtain and/or possess and maintain a valid driver license.
- ❖ Must submit to periodic random drug testing.
- ❖ Must provide a DNA sample to be used only for forensic identification as required.



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- ❖ Must be able to pass a polygraph examination after conditional offer of employment.
- ❖ Must possess or obtain and maintain a Certified Instructors Certificate (Specialist) from the Missouri Department of Public Safety.
- ❖ Must be able to obtain and maintain an FBI background investigation to become a CODIS user.
- ❖ Must obtain and maintain MULES certification within one year of appointment.
- ❖ Must obtain and maintain AFIS certification within two years of appointment, where applicable.
- ❖ Must possess or obtain, and maintain, a Missouri Department of Health Type 1 Permit (Alcohol and Drug Testing).

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

Click [HERE](#) to view our employee benefits.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

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