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Position#:..(PSA).....  
Developed by:..... SG  
Reviewed by:.....  
Approved by:.....  
Date:.....4/96

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Criminalist III  
**DIVISION:** Academic Affairs (Crime Laboratory)  
**REPORTS TO:** Director/Professor  
**GRADE:** 12  
**SUPERVISES:** Professional, technical and clerical staff

**BASIC FUNCTION:**

Using chemical, physical and/or instrumental techniques, examines a large variety of physical evidence submitted to the Crime Laboratory by municipal, state and federal law enforcement agencies. Responsible for the independent analysis of complex and/or unprecedented samples which may require method development or modification. Based on the evidence submitted and the type of criminal offense, determine the specific methods and procedures to be used for analysis. Based on education and experience, provide analytical expertise in two or more forensic specialty areas. Prepare written reports which evaluate and interpret the results of analyses and draw valid conclusions based on the data obtained. Explain analytical procedures and interpret results for law enforcement officers and attorneys. Based on laboratory examinations, provide expert testimony in court.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Supervises the following: uniformed and non-uniformed law enforcement officers in the proper collection and packaging of evidence; interns, graduate and undergraduate students working the Crime Laboratory; secretarial staff in the preparation of laboratory reports.

Receives and maintains custody of physical evidence; maintains log book(s) of Crime Laboratory casework; reviews background materials submitted with evidence and pertinent agency regulations and other relevant material.

Studies the type of evidence received, time available for analysis, circumstances surrounding the crime, the requirements established by laboratory, police policy and general law, and determines the general approach necessary for effective examination of the physical evidence.

Researches established methodologies and relevant literature to determine applicable methods to be used. Provides and/or seeks advice concerning methodology problems in the specialty area to/from forensic examiners in other state, local or federal law enforcement agencies.

Performs complex evidence examinations that require wet chemistry and instrumental procedures such as microscopic, chromatographic, spectroscopic and photographic techniques. Interprets and evaluates data from examination results to determine their validity, scientific significance and the evidentiary value that will provide the most information possible.

Operates, maintains and calibrates various equipment and instrumentation.

Writes reports that state the interpretation and conclusions of the results of examinations as they pertain to the evidentiary value of the results. Testify in courts of law on cases examined; instruct attorneys on evidentiary value or significance of the results of examination.

Trains and supervises other Laboratory personnel on analytical techniques used for the examination of evidence in specialty area.

Determines analytical equipment needs for the Laboratory; evaluates new instruments and changes in existing instruments; recommends repair or purchase of new instruments and equipment.

Participates in crime scene processing and provides instruction to investigating officers on the proper collection and preservation of physical evidence at a crime scene.

Prepares and presents lectures and/or Laboratory tours regarding the functions of the Lab.

**OTHER DUTIES AND RESPONSIBILITIES:**

Communicates the importance of the examinations performed to law enforcement and Laboratory personnel, as well as to other interested individuals or groups.

Prepares periodic statistics on Laboratory caseload for inclusion in quarterly and annual Crime Laboratory progress reports.

Assists in the preparation and submission of the annual budget report for the Laboratory.

**LICENSES, TOOLS AND EQUIPMENT:**

Must have a valid Rhode Island State Pistol Permit and be a member of an appropriate professional organization (e.g., AAFS, NEAFS, AFTE, etc.).

**ENVIRONMENTAL CONDITIONS:**

This position is subject to inside and outside work; extreme cold and hot temperatures can be encountered. The potential exists where noise, vibrations, atmospheric conditions, and oils may be encountered; the wearing of protective ear and eye wear and/or a respirator may be required. May be exposed to organic and inorganic chemicals and low-level radioactive material. May come in contact with biological fluids and associated biological pathogens, such as hepatitis B and HIV viruses.

**QUALIFICATIONS:**

Master's degree in a physical science or life science required, plus two to five years of professional experience in a forensic science laboratory. A Ph.D. in a physical or life science may be substituted for two years of experience. Must be knowledgeable in forensic specialty methodology and analytical equipment used in a crime laboratory. Must be able to determine specific data to be obtained and the approach, methods and procedures to be used. Must be able to adapt and modify methods and procedures and determine information and methods needed for completion, Must be skilled in analyzing, evaluating and interpreting chemical and instrumental examinations results. Must be able to conduct research, analyze complex or unprecedented samples, identify unknown material and compare questioned and known samples to determine common origin. Must be knowledgeable of proper crime scene investigation and collection and preservation of physical evidence and of the federal, state and municipal regulations. Knowledge of rules of evidence and courtroom procedures is required. Must be able to give clear and precise testimony in courts of law and be capable of being court-qualified in at least two specialty areas of forensic science in the court system of Rhode Island. This position requires that the incumbent possess the ability to communicate effectively verbally and in writing. Must be able to organize, coordinate and supervise support staff. Must be able to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to subordinates and others. Must be able to prepare and present detailed studies and reports, including recommendations concerning the substance of the studies and reports. Must be able to prepare and deliver oral presentations before small, medium and large groups of people.

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ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY  
ACCOMMODATE INDIVIDUALS WITH DISABILITIES.