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Developed by:.....SG; DH
Reviewed by:.....DH, DLJ
Approved by:.....LK
Date:04/96; 06/18; 04/19

UNIVERSITY OF RHODE ISLAND

Position Description

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

BASIC FUNCTION:

Using instrumental, physical and/or chemical techniques, examine a large variety of firearms, tool marks and other physical evidence submitted to the Crime Laboratory by municipal, state and federal law enforcement agencies. Interprets results of analyses, prepares written reports and provides expert testimony in court.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise the following: uniformed and non-uniformed law enforcement officers in the proper collection and packaging of firearms and tool mark evidence; graduate and undergraduate students working the Crime Laboratory; secretarial staff in the preparation of reports pertinent to the firearms section of the Laboratory.

Receive physical evidence; review background materials submitted with evidence and pertinent agency regulations and other relevant material.

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

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

Perform complex examinations of firearms and tool mark evidence utilizing bullet recovery systems, comparison microscopes, scales, calipers, cameras and other lab equipment. (Such examinations shall include examination and test firing of all types of firearms, comparison of fired bullets and cartridge cases, trigger pull analysis, serial number restoration, tool mark identification and fracture match identifications.)

Criminalist II (PSA - 100461-2018)

Page 2 of 3

Interpret and evaluate examination results to determine their validity, scientific significance, and the evidentiary value that will provide the most information possible.

Maintain instrumentation and equipment used for the analysis of evidence; determine analytical equipment needs for the Laboratory; evaluate new instrumentation and changes in existing instrumentation; recommend repair or purchase of new instruments and/or equipment.

Prepare written reports stating the results of examinations; testify, when required, as an expert in the area of firearm and tool mark analysis.

As the Technical Lead, assume additional duties within the section and the Laboratory, such as: responsibility for directing casework within the section, updating procedure & training manuals, assisting with maintaining accreditation, and providing section reports at staff meetings.

As a member of Executive Management Committee, provide detailed section reports at the meetings of this committee.

Act as the liaison between the BATFE/FTI and the Laboratory concerning the NIBIN database system.

OTHER DUTIES AND RESPONSIBILITIES:

Participate in crime scene processing when requested; work with law enforcement and Laboratory personnel with regard to evidence procedures.

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

Train and supervise interns and other Laboratory personnel regarding analytical techniques used for the examination of evidence in the specialty area.

As requested, prepare and present lectures and/or Laboratory tours demonstrating the functions of the Lab.

Maintain routine records pertaining to the firearms section of the Laboratory; prepare periodic statistics on firearms, tool mark and related casework.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is subject to inside and outside work; extreme cold and hot temperatures can be encountered. The potential exists where noise and vibrations may be encountered, and the wearing of protective ear and eye wear may be required. May be exposed to organic and inorganic chemicals related to the cleaning and operating of firearms and the restoration of metallic surfaces and

low-level radioactive material. May come in contact with biological fluids and associated biological pathogens, such as hepatitis B and HIV viruses.

QUALIFICATIONS

REQUIRED: Bachelor's degree with a minimum of five years of professional experience in a forensic science laboratory OR Associate's degree with a minimum of ten years of professional experience in a forensic science laboratory as a firearms and tool mark examiner; Demonstrated thorough knowledge of the makes, models and characteristics of domestic and foreign firearms and ammunition, including the operation and handling of the material; Demonstrated thorough knowledge of the principles and practices of firearms and ammunition identification and comparison; Demonstrated thorough knowledge of the equipment used to test and identify firearms and ammunition; Demonstrated knowledge of federal, state and municipal laws governing rules of evidence, and courtroom procedures; Must be capable of being court-qualified as a firearms and tool mark examiner in Rhode Island's court system; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated ability to prepare and present detailed studies and reports, including recommendations concerning the substance of the studies and reports; Demonstrated presentation skills; and, Demonstrated ability to work with diverse groups/populations.

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