



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 *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

High School diploma or equivalent.



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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, 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 *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

High School diploma or equivalent and two years of relevant experience.

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/Toolmark, 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.

Discipline Specific Minimum Requirements (see below):

CODIS

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

Applicants with completed coursework with titles other than those listed shall provide supporting documentation (e.g., syllabus, letter from instructor) detailing the course content. Official



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transcripts and supporting documentation must be provided prior to start of employment. These courses must comply with the current FBI Quality Assurance Audit Document. A minimum acceptable grade of C or equivalent in the core biology courses is required.

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 area; 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.

Applicants with completed coursework with titles other than those listed shall provide supporting documentation (e.g., syllabus, letter from instructor) detailing the course content. Official transcripts and supporting documentation must be provided prior to start of employment. These courses must comply with the current FBI Quality Assurance Audit Document. A minimum acceptable grade of C or equivalent in the core biology courses is required.

DRUG CHEMISTRY

Possess a bachelor's degree from an accredited college or university in one of the natural sciences or closely related field. College coursework must include 20 hours of chemistry, including two semesters of general chemistry with laboratory, two semesters of organic chemistry, and one semester of organic chemistry laboratory. An organic chemistry laboratory that is integrated into a 4- or 5-hour organic chemistry course will satisfy the laboratory requirement. Survey or introductory coursework intended for non-chemistry majors will not satisfy the above requirements. Both overall academic record and applicable job experience will be factors for consideration; however, prior job experience will not replace the minimum academic requirement.

FIREARMS/TOOLMARK

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 field. College coursework must include at least one semester of chemistry with lecture and laboratory components. A minimum acceptable grade of C or equivalent in the required coursework and the core major courses are required.



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LATENT PRINTS

Possess a bachelor's degree from an accredited college or university with, at minimum, twenty-four hours of science, technology, engineering, or mathematics coursework. Both overall academic record and applicable job experience will be factors for consideration; however, prior job experience or certification credentials will not replace the minimum academic requirement.

Preference will be given to applicants possessing a natural or physical science degree, biology and/or chemistry coursework, previous latent print comparison and/or processing experience, and/or certification by the International Association for Identification in Latent Prints.

TOXICOLOGY

Possess a bachelor's degree from an accredited college or university in chemistry or one of the natural sciences. College coursework must include two semesters of general chemistry with laboratory, two semesters of organic chemistry with laboratory, and one semester of quantitative analysis or analytical chemistry. Applicants should have at least 25 earned credit hours in chemistry. Survey or introductory coursework intended for non-chemistry majors will not satisfy the above requirements. Both overall academic record and applicable job experience will be factors for consideration; however, prior job experience will not replace the minimum academic requirements.

TRACE EVIDENCE

Possess a bachelor's degree from an accredited college or university in chemistry or one of the natural sciences. College coursework must include 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. Applicants should have at least 25 earned credit hours in chemistry. Survey or introductory coursework intended for non-chemistry majors will not satisfy the above requirements. Both overall academic record and applicable job experience will be factors for consideration; however, prior job experience will not replace these minimum academic 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/Toolmark, Latent Prints, Toxicology, or Trace Evidence. An employee may assist in the



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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 *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

In addition to the minimum requirements identified in the previous level of a Forensic Scientist Trainee, two years experience with the agency 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/Toolmark, 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, 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 *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

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



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- ❖ 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, such as extended leave) (full proficiency must be maintained)
- ❖ Qualified as an expert witness (extenuating circumstances will be reviewed, such as an opportunity to testify has not been available).
- ❖ Documented training of other assigned discipline personnel for the Division.

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



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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 *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

In addition to the minimum requirements identified in the previous level of a Forensic Scientist Trainee, four years 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/Toolmark, Latent Prints, Toxicology, or Trace Evidence. An employee must maintain proficiency-tested expertise in their assigned discipline, as applicable. Supervisory responsibility may extend to the entire assigned laboratory facility. Direction is received from the management staff that makes special assignments and reviews the work through the evaluation of reports and meetings. An employee assigned to satellite laboratories may also be responsible for the daily operations of the satellite 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 *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

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

Forensic Laboratory Manager

Pay grade: N/A

This managerial position is accountable for assisting the Director and Assistant Director in overall management of the Criminal Laboratory Division and satellite 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



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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 perform and review the work overseen.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

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

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 day-to-day operations and activities of the Crime Laboratory Division, to include the satellite laboratories statewide. An employee works with the Director in ensuring 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 with interaction 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 *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and 10 years of relevant experience, and one year experience as a Forensic Laboratory Manager with the agency.



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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 with interaction 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 *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and 11 years of relevant experience, with one year 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.



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- ❖ Must submit to periodic random drug testing.
- ❖ Must provide a DNA sample to be used only for forensic identification as required at the time of appointment.
- ❖ 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 obtain MULES certification within one year of appointment.
- ❖ Must obtain AFIS certification within two years of appointment, where applicable.
- ❖ Must possess or obtain 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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