



# Crime Laboratory Specialist

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
CRIME LABORATORY SPECIALIST I	6121	B18	\$45,521 - \$71,055
CRIME LABORATORY SPECIALIST II	6122	B19	\$48,244 - \$76,028
CRIME LABORATORY SPECIALIST III	6123	B20	\$51,158 - \$81,351
CRIME LABORATORY SPECIALIST IV	6124	B21	\$54,278 - \$87,046

## GENERAL DESCRIPTION

Performs crime laboratory work involving collecting, identifying, classifying, and processing physical evidence related to criminal investigations, as well as friction ridge, seized drugs, firearms, and deoxyribonucleic acid (DNA) identification work.

## EXAMPLES OF WORK PERFORMED

Enters friction ridge cases into the automated fingerprint identification system and identifies the axis and core of each friction ridge entered into the system.

Evaluates and analyzes friction ridges and photographs of friction ridges submitted by law enforcement agencies.

Evaluates and processes seized drugs submitted by law enforcement agencies.

Evaluates firearms, bullets, and cartridge cases submitted by law enforcement agencies and enters images of those items into computer imaging databases.

Maintains and handles evidence, including receipt, bar coding, storage, return, destruction, and inventory.

Maintains, orders, and inventories crime laboratory supplies and chemicals.

Maintains records and prepares reports concerning results of analysis performed.

Operates, maintains, and performs minor repairs on crime laboratory equipment, hardware, and apparatus.

Performs side-by-side comparisons of each fingerprint candidate that the automated fingerprint identification system identifies as a possible match to the submitted friction ridge or each bullet or cartridge case candidate that the database identifies as a possible match to the submitted sample.

Performs side-by-side comparisons of friction ridges against inked-rolled impressions in the unidentified friction ridge database that the system identified as possible matches.

Prepares chemical compounds and solutions used in the analysis of evidence, including seized drugs and DNA identification.

Prepares solutions, reagents, and sample formulations needed for crime laboratory work.

Transfers instruments and inventory and installs new or transferred equipment.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level IV may also perform work listed within the previous levels.*

**CRIME LABORATORY SPECIALIST I (revised 9/1/23):** Performs complex (journey-level) crime laboratory work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may routinely assist others in performing work of greater of complexity.

**Note:** Any senior-level employee (levels II-IV) can serve as a team lead or supervisor; however, supervisory responsibilities within this job classification series will normally be found at levels III and IV.

*A senior-level employee may perform the full range of work identified in the preceding levels and may coordinate, evaluate, and/or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the complexity of the work performed, and the employee's related experience, education, and certifications.*

**CRIME LABORATORY SPECIALIST II (revised 9/1/23):** Performs highly complex (senior-level) crime laboratory work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Assign transaction codes and laboratory case numbers to each friction ridge case and enter alpha data.
- Examine DNA samples to determine whether they match other samples.
- Perform comparisons with known prints and prepare reports concerning results of analyses and examinations performed.
- Present testimony in court concerning chain of custody.
- Train law enforcement agency personnel in evidence collection and automated friction ridge systems operations.
- Assist in crime scene investigations.

**CRIME LABORATORY SPECIALIST III (added 9/1/23):** Performs advanced (senior-level) crime laboratory work. Work is performed under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may fully perform highly complex crime laboratory work and may:

- Process physical evidence related to criminal investigations.

- Present testimony in court concerning investigative and analytical methods used, chain of custody, and findings and results obtained.
- Train crime laboratory specialists and non-specialists in advanced evidence handling and/or technical procedures related to handling evidence in a laboratory setting.
- Train law enforcement agency personnel in evidence collection and crime lab operations.

**CRIME LABORATORY SPECIALIST IV (added 9/1/23):** Performs highly advanced (senior-level) crime laboratory work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may independently perform the most complex crime laboratory work and may:

- Oversee and/or coordinate crime laboratory activities.
- Oversee and/or coordinate the processing of physical evidence related to criminal investigations.
- Oversee and/or coordinate training provided by crime laboratory personnel.
- Plan, execute, and document evidence storage locations and inventories.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in crime laboratory, seized drugs, firearms, and/or fingerprint identification work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **For all levels**

- Knowledge of criminal records systems; automated fingerprint identification systems; and rules of evidence.
- Skill in recognizing and comparing patterns on a fingerprint terminal; researching and identifying prints of subjects; recognizing and comparing bullet and cartridge case markings; operating a computer imaging system; and the use of a computer and applicable software.
- Ability to follow standardized procedures, to compare and classify fingerprint and firearms data, to make fingerprint identifications, to effectively process friction ridges, to safely use a firearm, to capture images for database entry, and to communicate effectively.

#### **Additional for Crime Laboratory Specialist II – IV levels**

- Ability to oversee and/or supervise the work of others.

**REGISTRATION, CERTIFICATION, OR LICENSURE**

May require registration, certification, or licensure in a specialty area.