



CRIME LABORATORY JOB FAMILY

CAREER PATH

Forensic Scientist Trainee

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.

Knowledge, Skills, and Abilities

In addition to those identified in the previous levels within this career path:

Working knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of all assigned areas of the crime laboratory, as well as the laws, principles, and practices as they are related to implementation within the agency.

Working knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the agency's policies, procedures, rules, and regulations in the performance of duties.

Knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.

Knowledge of and the ability to demonstrate successful operation and use of designated crime laboratory equipment and associated software systems in the performance of duties.

Working knowledge of and the ability to demonstrate understanding and successful use of the principles and practices of project management techniques in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.

Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.



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Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.

Ability to demonstrate successful performance in the training and mentoring of junior staff.

Ability to demonstrate successful performance in the research, gathering, correlating, and analyzing of facts to develop statistical reports, charts, recommendations, and/or solutions in the performance of duties.

Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

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.):*

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

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 transcripts and supporting documentation must be provided prior to start of employment. These



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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.

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



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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.

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 at the time of appointment.



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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 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).

Necessary Special Requirements

Documented successful completion of at least 26 hours of professional skill development and leadership training each calendar year.

Pay grade: 25

FLSA Status: Non-Exempt

Work Schedule: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

Effective: 07/01/2024

Reviewed: 07/01/2024

Revised: --