

Florida Department of Law Enforcement
Job Descriptions and Minimum Requirements

Issued: July 9, 2020

Version: JDMR20

The Florida Department of Law Enforcement (FDLE) recognizes the educational requirements for specific job descriptions under ISO/IEC 17025:2017 and ANAB standards. To that end the following duties and educational requirements have been implemented.

Job Description for Chief of Forensic Services

The Chief of Forensic Services is responsible for the overall function, performance and integrity of the region's forensic science services system; including quality assurance, management information systems, forensic science training (internal and external), adherence to the agency's forensic strategy, and compliance with policies and procedures. Minimum qualification for the Chief of Forensic Services is a bachelor's degree from an accredited college or university and five years of professional experience in an accredited law enforcement laboratory, two of which must be in a supervisory position.

EXAMPLES OF WORK PERFORMED: (Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in this class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

- Participates in and develops major forensic policy decisions, forensic service delivery, human resource administration and management, and administration of the budget
- Provides oversight and direction of crime laboratory analyst supervisors
- Ensures the application of uniform practices and policies, and coordinates laboratory safety requirements
- Manages quality assurance within every discipline in the regional laboratory to ensure the integrity of the work product or processes
- Assesses laboratory quality assurance requirements, manages laboratory proficiency testing, reviews laboratory line inspections and quality audits, acts as a liaison with representatives of ANAB
- Applies and interprets information obtained from the laboratory's automated information systems, including member performance
- Coordinates regional training required for laboratory personnel along with the external training required to satisfy the operational needs of the laboratory customers
- Monitors and evaluates customer feedback, manages laboratory-related problems
- Coordinates laboratory safety requirements
- Serves as the Forensic Services Director or Special Agent in Charge, when directed

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KNOWLEDGE, SKILLS AND ABILITIES: (Note: The knowledge, skills and abilities (KSA's) identified in this class represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions.)

- Knowledge of forensic laboratory management and operations, ISO/IEC 17025 and other related ISO standards, and the ANAB requirements
- Knowledge of forensic crime laboratory safety requirements including personal protective equipment needed to minimize risks for occupational exposure to blood, other potentially infectious materials, chemicals and waste products
- Knowledge of collection, detection, preparation, examination, preservation and documentation requirements of physical evidence in all types of environments
- Knowledge of the operation and maintenance needed on a variety of analytical instrumentation and other laboratory related equipment
- Knowledge of the scientific method and other scientific principles, and the terminology, principles and analytical techniques used in the analysis of physical evidence as it applies to the forensic laboratory
- Knowledge of the correct procedures for providing expert testimony in court
- Knowledge of budgeting, personnel and other administrative practices
- Skill in the use of scientific laboratory equipment
- Skills to effectively interact with internal and external customers, negotiate and mediate, establish and maintain effective working relationships with others
- Ability to supervise personnel, determine work priorities, assign work, and ensure proper completion of work assignments
- Ability to interpret forensic scientific experiments and results, formulate conclusions and present findings
- Ability to train individuals or groups in forensic laboratory techniques and procedures
- Ability to give sworn testimony as an expert witness
- Ability to evaluate analytical laboratory methods
- Ability to manage and coordinate laboratory safety inspections including the inventory of drug standards, and collecting and disposing of biohazard and chemical waste generated in laboratory environments
- Ability to establish and maintain effective working relationships
- Ability evaluate and analyze data; to develop alternative recommendations, solve problems, document workflow and other activities relating to the improvement of forensic operations and practices

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Job Description for Crime Laboratory Analyst

The Crime Laboratory Analyst conducts laboratory analyses to identify and compare physical evidence and presents expert testimony in courts of law.

EXAMPLES OF WORK PERFORMED: (Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in this class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

- Conduct analysis of evidence to screen for the presence of various bodily fluid stains and other biological material
- Document, collect and preserve evidence from a crime scene for forensic examination
- Analyze diverse items of digital media using forensic software and hardware to acquire/extract the data from the digital media
- Process and examine items of evidence for evaluation and/or comparison purposes
- Conduct detailed microscopic, chemical and instrumental analysis of evidence
- Perform related work as required

KNOWLEDGE, SKILLS AND ABILITIES: (Note: The knowledge, skills and abilities (KSA's) identified in this class represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions.)

- Knowledge of the terminology, principles and analytical techniques used in the analysis of physical evidence as it applies to the forensic laboratory
- Knowledge of the correct procedures for providing expert testimony in court
- Knowledge of the procedures for packaging, handling and preserving evidence
- Skill in the use of scientific laboratory equipment
- Ability to analyze results, formulate conclusions and present findings verbally and in writing
- Ability to give sworn testimony as an expert witness in court
- Ability to establish and maintain effective working relationships

MINIMUM EDUCATIONAL REQUIREMENTS (same for Technical Leaders and caseworking Crime Laboratory Analyst Supervisors **unless otherwise noted**)

Biology/DNA, DNA Database: **At the time of hiring/appointment/promotion, a** bachelor or advanced degree in **a biology-, chemistry- or forensic science-related area** from an accredited college or university with completion of at least 20 credit hours in **biology- or chemistry-**related coursework graded at a "C" or better. A minimum of 9 credit hours of college coursework (graduate or undergraduate level) graded at a "C" or better covering the subject areas of biochemistry, genetics, and molecular biology (molecular genetics or recombinant DNA technology) is required. If courses are not specifically named molecular

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biology, biochemistry, genetics, or statistics (or population genetics) on the transcripts, then a course description from the university for the time period the course was taken must be provided with the application and a syllabus for the course must be available upon request to be considered for the position. Analysts hired/promoted after July 1, 2020 must also have successfully completed coursework covering statistics and/or population genetics. Technical Leaders must have a masters degree in the above listed areas as well as 12 credits in combined undergraduate and graduate coursework covering the four required topics listed above. All members will meet the minimum qualifications as required in the FBI's Quality Assurance Standards.

Crime Scene Investigation: A bachelor or advanced degree in physical, biological or forensic science from an accredited college or university with completion of at least 20 credit hours in physical or biological science-related coursework graded at a "C" or better; or a non-science degree with completion of at least 12 credit hours in physical or biological science-related coursework graded at a "C" or better and a minimum of two years professional experience in the Crime Scene Investigation discipline in an accredited forensic laboratory or an accredited law enforcement agency. International Association for Identification (IAI) certification may substitute for the required college education. Professional experience in the Crime Scene Investigation discipline in either an accredited forensic laboratory or an accredited law enforcement agency may substitute on a year-for-year basis for the required college education.

Digital Evidence/Video Enhancement: A bachelor or advanced degree from an accredited college or university in computer engineering, computer science, computer forensics, physics, mathematics or other scientific fields; or, a bachelor or advanced degree from an accredited college or university and two years of experience in the area of digital investigations.

Document Examination: A bachelor or advanced degree in physical, biological or forensic science from an accredited college or university with completion of at least 20 credit hours in physical or biological science-related coursework graded at a "C" or better; or a non-science degree with completion of at least 12 credit hours in physical or biological science-related coursework graded at a "C" or better and a minimum of two years professional experience in the Document Examination discipline in an accredited forensic laboratory. American Society of Questioned Documents Examiners (ASQDE) membership or American Board of Forensic Documents Examiners (ABFDE) certification may substitute for the required college education. Professional experience in the Document Examination discipline in an accredited forensic laboratory may substitute on a year-for-year basis for the required college education.

Firearms: A bachelor or advanced degree in physical, biological or forensic science from an accredited college or university with completion of at least 20 credit hours in physical or biological science-related coursework graded at a "C" or better. Association of Firearms and

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Toolmark Examiners (AFTE) certification may substitute for the required college education. Professional experience in the Firearms discipline in either an accredited forensic laboratory or an accredited law enforcement agency may substitute on a year-for-year basis for the required college education.

Footwear and Tire: A bachelor or advanced degree in physical, biological or forensic science from an accredited college or university with completion of at least 20 credit hours in physical or biological science-related coursework graded at a “C” or better; **or** a non-science degree with completion of at least 12 credit hours in physical or biological science-related coursework graded at a “C” or better and a minimum of two years professional experience in the Footwear and Tire discipline in an accredited forensic laboratory or an accredited law enforcement agency. International Association for Identification (IAI) certification may substitute for the required college education. Professional experience in the Footwear and Tire discipline in either an accredited forensic laboratory or an accredited law enforcement agency may substitute on a year-for-year basis for the required college education.

Friction Ridge: A bachelor or advanced degree in physical, biological or forensic science from an accredited college or university with completion of at least 20 credit hours in physical or biological science-related coursework graded at a “C” or better; **or** a non-science degree with completion of at least 12 credit hours in physical or biological science-related coursework graded at a “C” or better and a minimum of two years professional experience in the Friction Ridge discipline in an accredited forensic laboratory or an accredited law enforcement agency. International Association for Identification (IAI) certification may substitute for the required college education. Professional experience in the Friction Ridge discipline in either an accredited forensic laboratory or an accredited law enforcement agency may substitute on a year-for-year basis for the required college education.

Seized Drugs: A bachelor or advanced degree in physical, biological or forensic science from an accredited college or university with completion of at least 25 credit hours in chemistry-related coursework graded at a “C” or better.

Toxicology: A bachelor or advanced degree in physical, biological or forensic science from an accredited college or university with completion of at least 15 credit hours in chemistry-related coursework graded at a “C” or better.

Trace Materials: A bachelor or advanced degree in physical, biological or forensic science from an accredited college or university with completion of at least 15 credit hours in chemistry-related coursework graded at a “C” or better.

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Job Description for Forensic Technologist

The Forensic Technologist assists crime laboratory analysts in the examination and/or analysis of physical evidence in criminal investigations submitted to the crime laboratory, and evaluating analytical methods and procedures.

EXAMPLES OF WORK PERFORMED: (Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in this class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

- Provides technical and administrative support
- Prepares reagents for use in analytical testing
- Performs quality control on instrumentation and reagents; maintains section logbooks
- Maintains inventory of supplies and submits orders
- Performs general housekeeping duties, including cleaning laboratory work areas, equipment, glassware and utensils
- Conducts independent screening for various body fluid stains and other biological material
- Analyze firearms, fired ammunition components, unfired ammunition and cartridge case images
- Photographs items of physical evidence to provide evidence documentation
- Processes items of evidence to develop latent prints for comparison purposes
- Maintains integrity of evidence and chain of custody
- Testifies in a clear, accurate, truthful and professional manner
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES: (Note: The knowledge, skills and abilities (KSA's) identified in this class represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions.)

- Knowledge of the terminology and techniques used in the forensic laboratory
- Knowledge of the procedures for packaging, handling and preserving evidence
- Skill in the preparation of reagents and the use of scientific equipment
- Ability to give sworn testimony in court
- Ability to establish and maintain effective working relationships

MINIMUM EDUCATIONAL REQUIREMENTS

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Biology/DNA, DNA Database: A bachelor or advanced degree in a **biology-, chemistry- or forensic science-related area** from an accredited college or university with completion of at least 20 credit hours in physical or biological science-related coursework graded at a “C” or better. College coursework (graduate or undergraduate level) graded at a “C” or better covering **at least 6 credits in** at least two of the following three subject areas is required: biochemistry, genetics, molecular biology (molecular genetics or recombinant DNA technology. If courses are not specifically named molecular biology, biochemistry, and genetics on the transcripts, then a course description from the university for the time period the course was taken must be provided with the application, and a syllabus for the course must be available upon request to be considered for the position.

Crime Scene Investigation: A bachelor or advanced degree in physical, biological or forensic science from an accredited college or university; **or** a non-science degree with completion of at least 12 credit hours in physical or biological science-related coursework graded at a “C” or better and a minimum of two years of professional **or technical** experience in an accredited forensic laboratory or an accredited law enforcement agency. International Association for Identification (IAI) certification may substitute for the required college education. Professional **or technical** experience in the Crime Scene Investigation discipline in either an accredited forensic laboratory or an accredited law enforcement agency may substitute on a year-for-year basis for the required college education.

Firearms: A bachelor or advanced degree in physical, biological or forensic science from an accredited college or university; **or** a non-science degree with the completion of at least 12 credit hours in physical or biological science-related coursework graded at a “C” or better and a minimum of two years of professional **or technical** experience in an accredited forensic laboratory or an accredited law enforcement agency. Association of Firearms and Toolmark Examiners (AFTE) certification may substitute for the required college education. Professional **or technical** experience in either an accredited forensic laboratory or an accredited law enforcement agency in the Firearms discipline may substitute on a year for year basis for the required college education.

Footwear and Tire: A bachelor or advanced degree in physical, biological or forensic science from an accredited college or university; **or** a non-science degree with the completion of at least 12 credit hours in physical or biological science-related coursework graded at a “C” or better and a minimum of two years of professional **or technical** experience in an accredited forensic laboratory or an accredited law enforcement agency. International Association for Identification (IAI) certification may substitute for the required college education. Professional **or technical** experience in either an accredited forensic laboratory or an accredited law enforcement agency in the Footwear and Tire discipline may substitute on a year for year basis for the required college education.

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Friction Ridge: A bachelor or advanced degree in physical, biological or forensic science from an accredited college or university; **or** a non-science degree with the completion of at least 12 credit hours in physical or biological science-related coursework graded at a “C” or better and a minimum of two years of professional **or technical** experience in an accredited forensic laboratory or an accredited law enforcement agency. International Association for Identification (IAI) certification may substitute for the required college education. Professional **or technical** experience in either an accredited forensic laboratory or an accredited law enforcement agency in the Friction Ridge discipline may substitute on a year for year basis for the required college education.

Seized Drugs: A bachelor or advanced degree in physical, biological or forensic science from an accredited college or university.

Toxicology: A bachelor or advanced degree in physical, biological or forensic science from an accredited college or university.

Trace Materials: A bachelor or advanced degree in physical, biological or forensic science from an accredited college or university.

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Job Description for Crime Laboratory Technician

The Crime Laboratory Technician receives, secures, distributes, and returns evidence submitted to the laboratory for analysis.

EXAMPLES OF WORK PERFORMED: (Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in this class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

- Receives, secures, distributes and returns evidence submitted to the crime laboratory
- Utilizes the Laboratory Information Management System (LIMS) to maintain the chain of custody at all times on all evidence received
- Assigns computerized bar code labels to evidence and inputs data into the LIMS system
- Ensures that all submitted evidence presents no physical safety hazard to anyone in the crime laboratory
- Maintains the evidence vault in a neat and orderly manner
- Testifies in a clear, accurate, truthful and professional manner
- Performs other duties as required

KNOWLEDGE, SKILLS AND ABILITIES: (Note: The knowledge, skills and abilities (KSA's) identified in this class represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions.)

- Knowledge of the procedures for handling evidence
- Knowledge of Laboratory Information Management Systems
- Knowledge of laboratory terminology
- Ability to give testimony in court
- Ability to establish and maintain effective working relationships

MINIMUM EDUCATIONAL REQUIREMENTS

A bachelor's degree from an accredited college or university; **or** a high school diploma or its equivalent and four years of experience handling items of evidentiary value, computerized management information systems, or operating multifunction automated system equipment. College credit hours from an accredited institution can substitute at the rate of 30 semester hours or 45 quarter hours for each year of the required experience. The applicant must possess a valid driver license, must be able to climb stairs, have the ability to utilize ladders or step stools, and lift items weighing up to forty pounds.

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