



Job Descriptions and Minimum Requirements

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Unit 1 **INTRODUCTION**

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.



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Unit 2 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

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



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- 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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Unit 3 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 case-working Crime Laboratory Analyst Supervisors unless otherwise noted)

Biology/DNA, DNA Database: At the time of hiring/appointment/promotion, a bachelor's 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. Successful completion of course work, graded at a "C" or better, covering statistics and/or population genetics is required. If courses are not specifically named molecular 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 Master's degree in the above listed areas as well as 12 credits in combined undergraduate and graduate coursework covering the



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four required topics listed above. All members will meet the minimum qualifications as required in the FBI's Quality Assurance Standards.

Crime Scene Investigation, Document Examination, Firearms, Footwear and Tire, Friction Ridge: A bachelor's or advanced degree from an accredited college or university with completion of at least 15 credit hours in science-related coursework graded at a "C" or better; **or** a minimum of two years professional experience in the respective discipline in an accredited forensic laboratory or an accredited law enforcement agency. **A course in statistics may count for up to 3 credit hours of the 15.** Association of Firearms and Toolmark Examiners (AFTE), International Association for Identification (IAI), or American Board of Forensic Documents Examiners (ABFDE) certification or American Society of Questioned Documents Examiners (ASQDE) membership, as applicable, may substitute for the required college education.

Digital Evidence/Video Enhancement: A bachelor's or advanced degree from an accredited college or university with completion of at least 15 credit hours in science-related coursework, computer engineering, computer science, computer forensics, physics, or mathematics graded at a "C" or better; **or** a bachelor's or advanced degree from an accredited college or university and two years of work experience in the area of digital investigations. **A course in statistics may count for up to 3 credit hours of the 15.**

Seized Drugs: A bachelor's 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, Trace Materials: A bachelor's 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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Unit 4 **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 and ensures log book information is complete and technically accurate
- Maintains inventory of supplies and submits orders
- Performs general housekeeping duties, including cleaning laboratory work areas, equipment, glassware and utensils
- Completes casework and/or casework related assignments in accordance with deadlines and standards
- 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
- Knowledge of Policies and Procedures, LADM, FSQM, SOP and Work Instructions

MINIMUM EDUCATIONAL REQUIREMENTS

Biology/DNA, DNA Database: A bachelor's 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.

General, Crime Scene Investigation, Firearms, Footwear and Tire, Friction Ridge: A bachelor's or advanced degree from an accredited college or university with completion of at least 15 credit hours in natural science-related coursework graded at a "C" or better; **or** a minimum of two years professional or



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technical work experience in an accredited forensic laboratory or an accredited law enforcement agency; **or** Association of Firearms and Toolmark Examiners (AFTE) certification or International Association for Identification (IAI) certification in the respective discipline; **or** one year of experience with the Florida Department of Law Enforcement Crime Laboratory. **A course in statistics may count for up to 3 credit hours of the 15.**

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



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Unit 5 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
- Knowledge of Policies and Procedures, LAPM, FSQM, SOP and Work Instructions

MINIMUM EDUCATIONAL REQUIREMENTS

A high school diploma or its equivalent and two years of work experience. 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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Unit 6 DEPARTMENT INSPECTOR

The Department Inspector calibrates breath testing instrumentation, instructs officers on approved breath testing curricula, 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.)

- Registers and ensures the scientific accuracy of all evidentiary breath test instrumentation as required by Chapter 11D-8, FAC.
- Provides direction, assistance and customer service for the criminal justice community, state, municipal and federal law enforcement agencies, as well as judicial branches, criminal justice training centers, and the private sector.
- Testifies in legal proceedings as an expert witness in the field of breath alcohol analysis, including the scientific principles, legal and rule requirements, and procedures necessary to preserve the admissibility of breath test results in criminal proceedings.
- Performs other related duties and functions 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 methods of data collection and analysis.
- Knowledge of basic management principles and practices.
- Ability to collect, evaluate, and analyze data to develop alternative recommendations, solve problems, document workflow and other activities relating to the improvement of management practices.
- Ability to conduct fact finding research.
- Ability to utilize problem-solving techniques.
- Ability to plan, organize, and coordinate work assignments.
- Ability to communicate effectively.
- Ability to establish and maintain effective working relationships.

MINIMUM EDUCATIONAL REQUIREMENTS: (same for Technical Leaders and calibration-working Supervisors unless otherwise noted)

A bachelor's 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.