

**POSITION POSTING  
22-01**

**FIREARMS AND TOOL MARKS EXAMINER**

Division of Criminal Investigation

Bureau of Criminal Identification

Police Crime Laboratory

Salary Range: 113 (\$45,406 – 79,144)

Duty Hours: 8:00 AM – 4:30 PM, Monday through Friday, with flexibility to meet Department needs.

**Definition:** An employee in this job class performs work of marked difficulty in the analysis of firearms, tool marks and related evidence in criminal cases to develop facts useful in the identification, apprehension and prosecution of suspects. Work is performed under the supervision of the Crime Laboratory Section Supervisor. Work involves analyzing weapons and ammunition, examination of tools and related marks, performance of standardized tests of evidence and testifying as an expert witness. Work is reviewed for accuracy and effectiveness through reports, testimony and results obtained.

**Examples of Duties:**

- Examines bullets, bullet fragments, cartridge cases, firearms and related evidence found at crime scenes or in the possession of suspects.
- Identifies makes, calibers and origins of firearms and weapons suspected of being involved in crimes.
- Identifies calibers, manufacturers and origins of ammunition and their components.
- Conducts test firing of firearms and weapons to determine the functioning condition of the submitted firearms.
- Discharges weapons to produce spent ammunition for test firing characteristics and to facilitate microscopic comparisons of bullets and spent shells.
- Enters test shots and evidence from crimes into the National Integrated Ballistic Information Network (NIBIN).
- Determines probable angles and distances from which crime weapons were fired.
- Performs standardized tests on other articles of evidence using chemical agents, physical testing equipment and measuring instruments.
- Restores obliterated or defaced serial numbers on serialized items.
- Performs tool mark, suspect tool examinations and related microscopic comparisons.
- Facilitates prosecution or exoneration of suspects based upon examination results.
- Prepares written reports of all findings and provides testimony as an expert witness at depositions, hearings and trials.
- Performs maintenance on equipment as required.
- Successfully conducts and completes one (1) proficiency annually in each discipline of expertise.
- Performs related work as required.

**Knowledge, Skills and Abilities:**

- Knowledge of the theory and principles of ballistics as applied in forensic investigation and analysis.
- Knowledge of forensic and ballistic laboratory analysis and standardized test procedures.
- Knowledge of chemical reagents, physical testing equipment and measuring instruments used in forensic and ballistic analysis.
- Knowledge of the standard practices, methods and techniques used in the preparation of test results and scientific reports.
- Knowledge of firearms, ammunition and their manufacture.
- Knowledge of the judicial process.
- Considerable skill in using chemical agents, physical testing equipment and measuring instruments in the performance of forensic and ballistic laboratory tests.
- Skill in the proper handling of evidence.
- Skill in performing standardized laboratory tests on items designated as evidence.
- Skill in analyzing laboratory findings; identifying and comparing bullets, spent shells and other ammunition components.
- Skill in preparing and presenting scientific reports in a clear, concise and accurate manner resulting from conclusions of laboratory analysis.
- Skill and ability to successfully complete assigned proficiency tests.

- Ability to activate and de-activate the Police Crime Laboratory security system.
- Ability to establish and maintain effective working relationships with co-workers, prosecutors and members of the law enforcement community.
- Ability to communicate effectively orally and in writing.
- Ability to utilize knowledge and skill of computers and related software for analysis of evidence.

**Training and Experience:**

Graduation from an accredited college or university with a Baccalaureate or advanced degree in a natural science or forensic science program with a "B" average or better in discipline courses. Previous experience in firearms and tool marks examination may be considered in lieu of a Baccalaureate degree.

**Special Requirements:**

- There is a two (2) year probationary period for newly appointed Firearms/Tool Marks Examiners. Employee must satisfactorily complete all required training and competency testing and is subject to dismissal for failing to complete probation.
- Possess a valid state driver's license.
- Ability to operate the mobile crime laboratory vehicle.
- Ability to respond after business hours as needed.
- Perform other duties as required.