

LABORATORY DIVISION
FORENSIC DOCUMENT UNIT
Forensic Scientist 1

PURPOSE

To serve as a civilian employee of the Indiana State Police whose primary responsibility is to support the laboratory's technical and leadership responsibilities in forensic document analysis including associated court presentation as a senior scientist, discipline specialist, program coordinator, or technical manager.

I. RESPONSIBILITIES

- Perform administrative/support functions as necessary to maintain analytical service.
- Acquire and maintain analytical proficiency in forensic document analysis.
- Maintain effective communication with the scientific and criminal justice communities and Department personnel.

II. DUTIES

- Conduct forensic analysis of difficult cases that require adapting scientific approaches to forensic document analysis.
- Work under direction of a forensic supervisor including the review of casework records.
- Communicate analytical procedures, methodology, policies and conclusions to various elements in the criminal justice system including court testimony as an expert witness.
- Participate in a proficiency testing program.
- Assist in preventative maintenance of laboratory instruments and safety equipment.
- Serve as an advanced discipline specialist, senior scientist, program coordinator, or technical manager.
- Assist in the training of forensic scientists and other criminal justice personnel.
- Provide analytical direction to forensic scientists.
- Participate in and conduct continuing education and training programs in specialized and general forensic areas.
- Conduct research and development in forensic document analysis.
- Conduct reviews of casework and reports of forensic scientists in the Forensic Document Unit.
- Consult with management to determine projections for supplies, equipment and training.
- Comply with Standard Operating Procedures, Rules, Regulations and Laboratory policies.
- Perform other duties as required.

III. JOB REQUIREMENTS AND ESSENTIAL FUNCTIONS

- A Baccalaureate degree with science courses.
- Five years of full time experience in a forensic document analysis position.
- Successful completion of an Indiana State Police recognized forensic document examination training and/or testing program and competency testing.
- Must have successfully completed and maintain with documentation, certification by a forensic organization approved by the Laboratory Division Commander.
- Must possess a valid driver's license.

III. JOB REQUIREMENTS AND ESSENTIAL FUNCTIONS (continued)

- Advanced knowledge of the theory and practical operation of a variety of scientific instrumentation and analytical techniques.
- Must be able to differentiate colors as evidenced by medical certification.
- Ability to communicate effectively, both verbally and in writing.
- Ability to travel by aircraft and other vehicles.
- Ability to attend training at alternate locations for extended periods of time.
- Ability to testify as an expert witness in an objective and professional manner.
- Ability to perform complex scientific procedures following Laboratory Examination Guidelines.
- Ability to comprehend, demonstrate, and explain advanced knowledge of the theory and practical operation of a variety of scientific instruments and analytical techniques.
- Ability to operate/maintain laboratory equipment.
- Ability to adhere to established laboratory safety practices.

IV. PERSONAL WORK RELATIONSHIPS

- Work with Department personnel.
- Work with individuals submitting evidence.
- Work with prosecutors, attorneys and court personnel.
- Consult with other personnel throughout the forensic community.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

- Work is normally performed in a laboratory environment with occasional requirement for field duty.
- Must be able to work with physical, biological, and chemical hazards with some physical effort required.
- Travel by vehicle or aircraft may be required.