

Forensic Firearms & Ballistics Specialist



General Summary of Classification:

Conducts forensic examinations on a variety of firearms, ballistics, and related weapons and toolmarks utilized in investigations of crimes; follows established firearm and ballistics systems specific, chain of custody, and documentation procedures; communicates effectively and appropriately with law enforcement, legal and government agents, and other stakeholders; records and reports data through National Integrated Ballistic Information Network (NIBIN) affiliated systems and databases; testifies to forensic analysis.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Examines and classifies firearms and/or ballistic ammunition to determine the make, model, and serial number of firearms and/or brands of ballistic ammunition; test fires weapons in dedicated ranges and/or recovery systems;
- Operates dedicated and specialized forensic systems to compare recovered firearm and ballistic evidence to control test rounds, expenditures, or to available forensic reports in IBIS database;
- Conducts and evaluates residue tests and research into specialized areas of collected firearms and ballistics;
- Identifies, analyzes, and logs forensic evidence lifted from collected firearms and ballistics to include fingerprints and DNA;
- Ensures secure chain of custody for all evidence, prepares evidence for submission, and transport to off-site locations;
- Maintains accurate records and prepares detailed reports of findings, investigative methods, and laboratory techniques for law enforcement, attorneys, and other legal personnel;
- Prepares exhibits and detailed, accurate written reports for presentation in court, and testifies and an expert witness;
- Develops and maintains a sound up-to-date working knowledge and understanding of current forensic evidence recovery procedures and court decisions relevant to their use;
- Trains law enforcement officials in system specific evidence recovery and analysis as needed;
- Performs other duties as assigned.

Knowledge, Skills, and Abilities (KSA) Typically Required:

- **Occupation-specific:** Strong working knowledge of the identification, recovery, preservation, evaluation, and analysis of forensic evidence; strong working knowledge of crime scene management and crime scene reconstruction; strong working knowledge of investigative methods and laboratory techniques; strong working knowledge of firearm maintenance, repair, storage, and safety procedures, techniques, and policy.
- **Technical:** Sound computer skills with the ability to use typical and specialized business and proprietary software, applications, and record keeping systems; familiarity with NIBIN equipment, systems, and programs.
- **Interpersonal, Communication and Customer Service:** Excellent written and oral skills with the ability to communicate clearly and accurately, both verbally and in writing, with all relevant stakeholders using non-technical language to provide accurately document and explain evidence collection, analysis and technical findings; ability to establish and maintain effective working relationships with all relevant stakeholders, including law enforcement and legal representatives.
- **Decision-making and Authority:** Ability to understand and follow complex instructions, policies, and data, including local, state, and federal law; makes sound decisions independently, appropriately involving supervisor as needed; excellent organization skills with the demonstrated ability to plan and execute assigned work effectively to successfully complete assigned tasks accurately and in a timely manner within established deadlines.
- **Leadership:** Non-supervisory. Ability to work independently with minimal supervision and as part of a team.
- **Environment:** Works in office and laboratory settings, and in various indoor and outdoor locations and weather conditions.
- **Physical:** Visual and hearing acuity sufficient to identify, collect, process, and analyze evidence and to interact accurately with a diverse audience of internal and external stakeholders. Physical ability sufficient to perform assigned duties in an office environment and at various other duty-related locations and weather conditions as needed.

Minimum Education and Experience:

Education: Four (4) year degree in forensic science, criminal justice, police science or a relevant field;

Experience: Two (2) years of related experience;

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills, and abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid Virginia driver's license with safe driving record to perform assigned duties at various locations.
- May be required to work a flexible or on-call schedule.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Virginia Criminal Information Network Level B certification within 12 months of employment.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.