

DRUG CHEMISTRY SECTION POLICY AND PROCEDURE MANUAL	
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Classification Criteria

The following classifications exist in the SBI Drug Chemistry Section:

Chemistry Technician III, Chemist I Trainee, Chemist I, Chemist II, Chemist III, Chemistry Supervisor III, and Chemistry Supervisor IV.

Requirements

Chemistry Technician III:

State personnel minimum requirements are graduation from a two-year technical college with a major in chemical technology and a minimum of two years progressive chemistry laboratory experience or an equivalent combination of training and directly related experience. Section management prefers four year college degrees with a major in chemistry.

Chemist I Trainee:

Graduation from a four year college or university with a bachelor's degree in chemistry; or an equivalent combination of training and directly related experience

Upgrade to Chemist I requires satisfactory completion of assignments during probationary period

Chemist I:

Graduation from a four year college or university with a bachelor's degree in chemistry and a minimum of two years progressive laboratory experience; or an equivalent combination of training and directly related experience

Upgrade to Chemist II requires successful completion of BLET, SBI Academy, section training program, acceptable casework and testimony, clandestine laboratory certification; demonstrated ability to act as lead chemist at a clandestine laboratory and testify as to the aspects of a clandestine laboratory; DEA Forensic Chemist Seminar; instrumentation class, such as FTIR class presented at Bowdoin College

Chemist II:

Graduation from a four year college or university with a bachelor's degree in chemistry

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and a minimum of four years progressive laboratory experience; or an equivalent combination of training and directly related experience

Upgrade to Chemist III requires all of the aspects of Chemist I to II; management/supervision training; additional technical training/seminars; and a minimum six month probationary period to demonstrate the ability to handle caseload and additional duties and responsibilities, including, but not limited to, case file reviews, substitute testimony, supervision of the section in the absence of the SAC and ASACs, primary operation of instrumentation

Chemist III:

Graduation from a four year college or university with a bachelor's degree in chemistry and a minimum of six years progressive laboratory experience; or an equivalent combination of training and directly related experience

Upgrade to either Chemistry Supervisor III or IV requires appearance before a review board. There must be either a vacant position or a new position created through management restructure.

Chemistry Supervisor III (ASAC):

Graduation from a four year college or university with a bachelor's degree in chemistry and a minimum of seven years progressive laboratory experience including at least two years supervisory experience; or an equivalent combination of training and directly related experience

Chemistry Supervisor IV (SAC):

Graduation from a four year college or university with a bachelor's degree in chemistry and a minimum of eight years progressive laboratory experience including at least three years supervisory experience; or an equivalent combination of training and directly related experience