

STATE OF NORTH CAROLINA
OFFICE OF STATE PERSONNEL
POSITION DESCRIPTION FORM (PD-102R-92)

APPROVED CLASSIFICATION:

EFFECTIVE DATE:

ANALYST:

(This space for Personnel Department Use Only)

7. Pres. 15 Digit Pos. No.

Prop. 15 Digit Pos. No.

1. Present Classification Title of Position
I.B.I.S. OPERATOR

8. Department, University, Commission, or Agency
DEPARTMENT OF JUSTICE

2. Usual Working Title of Position
I.B.I.S. TECHNICIAN

9. Institution & Division
SBI - CRIME LABORATORY DIVISION

3. Requested Classification of Position
NO CHANGE

10. Section and Unit
FIREARM AND TOOL MARK SECTION

4. Name of Immediate Supervisor
DOUGLAS M. BRANCH, JR.

11. Street Address, City and County
121 E. Tryon Rd.; RALEIGH; WAKE

5. Supervisor's Position Title & Position Number
FORENSIC FIREARM ANALYST SUPERVISOR #2175

12. Location of Workplace, Bldg., and Room No.
SBI Crime Lab, Room No. 1200JJ

6. Name of Employee

I. A. PRIMARY PURPOSE OF ORGANIZATIONAL UNIT:

To determine if a particular fired ammunition component was fired in or from a specific weapon, muzzle-to-target distance, ammunition component recognition, firearm function, restore obliterated serial numbers, conduct specialized crime scene searches, determine if evidence tool marks were made by a specific tool and give expert testimony about the findings.

B. PRIMARY PURPOSE OF POSITION:

To enter fired firearms evidence and components into the Integrated Ballistics Identification system (I.B.I.S.), a automated bullet and cartridge case image analysis system and instruct the system to conduct comparisons of this fired firearms evidence against the systems database. Interpret the results of these correlations and relay these interpretations to the Firearm Analysts.

C. WORK SCHEDULE:

Regular work hours are normally 8:00 AM to 5:00 PM.

D. CHANGE IN RESPONSIBILITIES OR ORGANIZATIONAL RELATIONSHIP:

N/A

II. A. DESCRIPTION OF RESPONSIBILITIES AND DUTIES:

Method used (Check One): Order of Importance: [☐]
Sequential Order: [X]

Place an asterisk (*) next to each essential function.

- * 1. Entry of test fired and evidence bullets and cartridge cases into I.B.I.S. database. Fifty-eight percent (58%)
- * 2. Initiate correlations within the database. Twenty-five percent (25%)
- * 3. Assist Firearm Analyst in the preparation of exhibit material (evidence bullets, cartridge cases and test fired from evidence firearms) to be entered into I.B.I.S. Ten percent (10%)
- * 4. Advise Forensic Firearm Analysts of high probability matching candidates resulting from correlations run on the I.B.I.S. database and assist in the interpretation of results of these correlations. Five percent (5%)
- * 5. Perform system maintenance. Two percent (2%)

II. B. Other position characteristics (cont'd)

- 1. Accuracy required in work: 100%
- 2. Consequence of error:
An entry error or a missed high candidate score on a correlation could allow the perpetrator of a violent crime (such as a homicide) to escape from justice.
- 3. Instructions provided to employee:

This technician will have to complete an intensive training and testing program which will cover data entry, correlations of unknowns within the database, interpretation of results of comparisons of unknowns against the database, maintenance of the Integrated Ballistics Identification System, evidence handling procedures and proper preparation of fired evidence bullets and cartridge cases to be entered into the system.

- 4. Guides, regulations, policies, and references used by employee:

Bureau policy and procedure manual, section policy and procedure manual, AFTE and section training manuals, AFTE Glossary and numerous written publications reference; firearms, training and maintenance manuals issued by Forensic Technology.

PD-102R-92 I.B.I.S. Operator

5. Supervision received by employee:
The majority of this positions work will be done independently with quality and data entry quotes monitored by the Forensic Firearm Analyst II who is in charge of the day-to-day operation of I.B.I.S.
6. Variety and purpose of personal contacts:
This position will have daily contact with all the Bureau's Forensic Firearm Analysts, individuals from other state and Federal Crime Laboratories and various members of the general law enforcement community. These contacts will be directly related to data entry into the I.B.I.S., assistance in the interpretation of results of correlations and teaching members of the law enforcement community about the I.B.I.S. This position will also have routine contact with members of the news media.
7. Physical effort:
Minimal
8. Work environment and conditions:
The position routinely works with bio-hazards.
9. Machines, tools, instruments, equipment, and materials used:
Computer and microscopic equipment.
10. Visual attention, mental concentration and manipulative skills:

The whole entry process requires close visual attention. Every step involves some type of visual observation along with hand coordination. The mental concentration and the visual attention are at their greatest levels at the same time. Intense concentration and eye strain can lead to high stress levels and severe headaches.

III. KNOWLEDGE, SKILLS AND ABILITIES, TRAINING AND EXPERIENCE REQUIREMENTS:

- A. Knowledge, Skills, and Abilities:
Computer knowledge, data entry skills, knowledge and use of microscopic instruments, a knowledge of firearms, firearms components and firearms terminology.
- B. 1. Required Minimum Training:

PD-102R-92 I.B.I.S. Operator

Two (2) year degree from a community college or technical institute in computer science.

2. Additional Training/Experience:

On the job training by *I.B.I.S.* technician an Forensic Firearms Analyst. This will be a structured training program.

3. Equivalent Training and Experience:

Two (2) years job experience in computers and data entry with a high school diploma.

C. License or Certification Required by Statute or Regulation:
N/A

PD-102R-92 I.B.I.S. Operator

IV. CERTIFICATION: Signatures indicate agreement with all information provided, including designation of essential functions.

Supervisor's Certification: I certify that:

- a. I am the Immediate Supervisor of this position; that
- b. I have provided a complete and accurate description of responsibilities and duties; and
- c. I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature:

Title:

Date:

Employee's Certification: I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature:

Title:

Date:

Section or Division Manager's Certification: I certify that this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature:

Title:

Date:

Department Head or Authorized Representative's Certification: I certify that this is an authorized, official position description of the subject position.

Signature:

Title:

Date: