

City of Dallas
Classification Specification

Title:	Forensic Firearms and Toolmark Examiner	Class Code:	46542
Application:	Career Series	Pay Grade:	J
Supplemental/Code:	Professional/2	Established:	10/01/08
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Performs a variety of analysis on bullets, cartridge casings, firearms and other related physical evidence and prepares a written analysis of the findings and present the findings in court.

Essential Functions:

1. Examines and renders all evidence safe for handling.
2. Examines in detail to determine if item can safely fire projectiles and clearly tag evidence item as “safe to fire” or “not safe to fire”.
3. Prepares the firearm, cartridge casing, bullets and properly identifying and logging firearm related evidence.
4. Processes identifying marks or numbers which have been removed through restoration by a chemical etching process and identifying marks or numbers which have been removed.
5. Tests firing firearms into a water tank, retrieving the projectile and cartridge case, tag the evidence with evidence item number.
6. Classifies, matches and identifies a variety of firearms, weapons, cartridges, bullets and similar ballistic evidence.
7. Enters the test fired projectiles and cartridges in the Integrated Ballistic Information System (IBIS) machine along with necessary data fields assigned.
8. Utilizes the IBIS to query data bases and identify potential likely match to previously entered firearms exhibits.
9. Examines likely matches; perform hands on comparison of projectiles and cartridges to assess whether they are likely produced by the same firearm.
10. Examines evidence items for unique or indicative toolmarks, using magnification and photographic techniques.
11. Captures still images utilizing digital photographic equipment.
12. Documents examination results/findings in a standard firearms and toolmark examination report.
13. Testifies in court to the findings.
14. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

In-depth knowledge as a Forensic Firearms and Tool mark Examiner.

Knowledge of natural sciences, forensic sciences, criminalistics or a closely related field in forensic examination.

Knowledge of the advanced principles of forensic science.

Knowledge of the principals and practices of a firearms toolmarks examiner.

Ability to communicate effectively both orally and in writing with a wide variety of people.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Certification for the Integrated Ballistic Information System (IBIS) provided by the Bureau of Alcohol, Tobacco and Firearms Agency is preferred.

Certification as a qualified firearms and tool mark examiner as stipulated by the Association of Firearms and Tool mark Examiners (AFTE) is preferred.

Work Conditions and Hazards:

Work performed in a small laboratory setting.

Discharge various types of firearms into a ballistic water tank.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

