

NEW YORK STATE POLICE

MEMORANDUM

UNAUTHORIZED REMOVAL OF THIS POSTING FROM THE BULLETIN BOARD PRIOR TO THE EXPIRATION DATE MAY RESULT IN DISCIPLINARY ACTION.

Troop__ Station__ Headquarters

Date June 23, 2022

To: All Troop and Detail Commanders, SP Academy, and
All Section Heads at Division Headquarters

From: MaryEllen Tedesco, Director of Human Resources

Subject: CIVILIAN VACANCIES

We anticipate filling vacancies in the near future in the following position:

3 – Forensic Scientist – Firearms
Forensic Investigation Center, Albany, New York

Employees interested in this position who meet the minimum qualifications specified in the job description should submit a memorandum of intent, a résumé and transcripts to MaryEllen Tedesco, Director of Human Resources, Attention: Civilian Hiring Unit at Division Headquarters, or the memorandum, résumé and transcripts can be attached to an email and submitted to personnel@troopers.ny.gov, no later than close of business July 14, 2022. Résumés will be evaluated to determine whether candidates will proceed to the interview phase of the process.

Interested employees should familiarize themselves with the duties, activities and responsibilities of the position of interest prior to the job announcement deadline date.

Per Division policy, employees who were appointed, promoted, reassigned to, or are currently serving a prescribed probationary period in the subject position, are not eligible to request reassignment or transfer to another position, assignment or location. They must first successfully complete the prescribed probationary period or one (1) year in the subject position, whichever is applicable. This policy does not preclude requests for promotion to other positions.

Forensic Scientist 1 – Firearms
New York State Police

Salary Grade - SG-14
Non-competitive
Bargaining Unit - PS&T

There is extensive training for the Firearms discipline, which may be completed through the Bureau of Alcohol, Tobacco and Firearms, which requires extended periods of time out-of-state (see below). The Forensic Scientist 1, SG-14, will need to apply to the Academy upon assignment to the Firearms section. In addition, the Forensic Scientist 1, SG-14, must be a US Citizen to apply to this training program.

PHASE I - Following student selection and notification, students will have a four month period to complete reading and researching pre-course assignments as provided by the academy staff. During PHASE I the student will work at the Forensic Investigation Center.

PHASE II - A 17-week instructional session at ATF's Forensic Science Laboratory-Washington in Ammendale, Maryland. Instruction and practical exercises are covered. This phase also includes a trip to an ammunition manufacturer as well as two separate one-week trips to firearm and tool manufacturers in New Hampshire, Connecticut, New York and Massachusetts. This session is very content-intensive and in order for the student to self- develop there is considerable study and research during many evenings and weekends.

PHASE III - A four-month period in which the student returns to their own agency laboratory (Forensic Investigation Center). During this period the student will complete a research project which has been pre-approved by Academy instructors and the student's supervisor at their agency's laboratory. The student will also complete simulated firearms and tool mark cases prepared by Academy instructors. These will be presented in a courtroom scenario in Phase IV.

PHASE IV - A two-week follow-up school in the Washington, D.C. area which guides the student in preparation for the presentation of expert testimony. This will also include pretrial conferences, the preparation of exhibits and mock case testimonies. Students will also present the research projects that they completed during Phase III.

DUTIES:

- Will be familiar with and aware of work completed and analyses performed in other laboratory sections.
- Will successfully complete firearms examination training under the guidance of the Supervisor of Forensic Services – Firearms. Appropriate training with competency and/or proficiency tests will be completed before assuming any casework.
- Will inform the appropriate supervisor of any unusual or unexpected developments that may occur during his/her analysis.

MINIMUM QUALIFICATIONS:

- Shall have a minimum of a Bachelor's Degree in the Natural or Physical Sciences.
- No prior laboratory experience is required.

Forensic Scientist 2 – Firearms
New York State Police

Salary Grade - SG-18
Non-competitive
Bargaining Unit – PS&T

There is extensive training for the Firearms discipline, which may be completed through the Bureau of Alcohol, Tobacco and Firearms, which requires extended periods of time out-of-state (see below). The Forensic Scientist 2, SG-18, will need to apply to the Academy upon assignment to the Firearms section. In addition, the Forensic Scientist 2, SG-18, must be a US Citizen to apply to this training program.

PHASE I - Following student selection and notification, students will have a four month period to complete reading and researching pre-course assignments as provided by the academy staff. During PHASE I the student will work at the Forensic Investigation Center.

PHASE II - A 17-week instructional session at ATF's Forensic Science Laboratory-Washington in Ammdendale, Maryland. Instruction and practical exercises are covered. This phase also includes a trip to an ammunition manufacturer as well as two separate one-week trips to firearm and tool manufacturers in New Hampshire, Connecticut, New York and Massachusetts. This session is very content-intensive and in order for the student to self- develop there is considerable study and research during many evenings and weekends.

PHASE III - A four-month period in which the student returns to their own agency laboratory (Forensic Investigation Center). During this period the student will complete a research project which has been pre-approved by Academy instructors and the student's supervisor at their agency's laboratory. The student will also complete simulated firearms and tool mark cases prepared by Academy instructors. These will be presented in a courtroom scenario in Phase IV.

PHASE IV - A two-week follow-up school in the Washington, D.C. area which guides the student in preparation for the presentation of expert testimony. This will also include pretrial conferences, the preparation of exhibits and mock case testimonies. Students will also present the research projects that they completed during Phase III.

DUTIES:

- Will be proficient in all of the duties of a Forensic Scientist 1 – Firearms.
- Will be expected to perform appropriate analysis on casework which is technically of limited complexity utilizing standard established procedures. When standard procedures are not applicable, the Forensic Scientist 2 will discuss alternate or modified methodologies with the Supervisor of Forensic Services – Firearms or designated Forensic Scientist 3 or Technical Sergeant prior to conducting analysis.
- Will plan and execute analyses, including proper quality control procedures, using instrumentation and techniques as necessary. Results will be interpreted and findings reported for court purposes.

DUTIES (continued):

- Will inform the appropriate supervisor of any unusual or unexpected developments that may occur during his/her analysis.
- Will be expected to maintain and enhance his/her expertise and maintain technical proficiency in the field of firearms examination.

MINIMUM QUALIFICATIONS:

- Shall have a minimum of a Bachelor's Degree in the Natural Sciences, Physical Sciences or Forensic Science.

AND

- Have a minimum of eighteen months satisfactory experience performing the duties of a Forensic Scientist 1 – Firearms or its equivalent in another laboratory.

AND

- If applicable, have gained experience in testimony as an expert witness and have established his/her credentials as an expert in various courts of record.

Forensic Scientist 3 – Firearms
New York State Police

Salary Grade - SG-20
Non-competitive
Bargaining Unit - PS&T

There is extensive training for the Firearms discipline, which may be completed through the Bureau of Alcohol, Tobacco and Firearms, which requires extended periods of time out-of-state (see below). The Forensic Scientist 3, SG-20, will need to apply to the Academy upon assignment to the Firearms section. In addition, the Forensic Scientist 3, SG-20, must be a US Citizen to apply to this training program.

PHASE I - Following student selection and notification, students will have a four month period to complete reading and researching pre-course assignments as provided by the academy staff. During PHASE I the student will work at the Forensic Investigation Center.

PHASE II - A 17-week instructional session at ATF's Forensic Science Laboratory-Washington in Ammendale, Maryland. Instruction and practical exercises are covered. This phase also includes a trip to an ammunition manufacturer as well as two separate one-week trips to firearm and tool manufacturers in New Hampshire, Connecticut, New York and Massachusetts. This session is very content-intensive and in order for the student to self- develop there is considerable study and research during many evenings and weekends.

PHASE III - A four-month period in which the student returns to their own agency laboratory (Forensic Investigation Center). During this period the student will complete a research project which has been pre-approved by Academy instructors and the student's supervisor at their agency's laboratory. The student will also complete simulated firearms and tool mark cases prepared by Academy instructors. These will be presented in a courtroom scenario in Phase IV.

PHASE IV - A two-week follow-up school in the Washington, D.C. area which guides the student in preparation for the presentation of expert testimony. This will also include pretrial conferences, the preparation of exhibits and mock case testimonies. Students will also present the research projects that they completed during Phase III.

DUTIES:

- Will be assigned analyses of complex cases and will exercise considerable independent judgment in evaluating possible alternative methods of analysis and modify existing methodology to fit each particular investigation, subject to approval of the Supervisor of Forensic Services – Firearms.
- Will be proficient in all of the duties of a Forensic Scientist 2 – Firearms.
- Will interpret data and results derived from analyses and report findings and conclusions.

DUTIES (continued):

- Will work with little supervision and will inform the appropriate supervisor of any unusual or unexpected developments that may occur during his/her analysis.
- Expected to perform troubleshooting and maintenance tasks within the section.
- May be required to assume the duties of the Supervisor of Forensic Services – Firearms in his/her absence.

MINIMUM QUALIFICATIONS:

- Shall have a minimum of a Bachelor's Degree in the Natural Sciences, Physical Sciences or Forensic Science.

AND

- Have a minimum of four years satisfactory experience performing the duties of a Forensic Scientist – Firearms or its equivalent in another laboratory.

AND

- If applicable, experience in testimony as an expert witness and have established his/her credentials as an expert in various courts of record.