



# Intermountain Forensics

SOP #

ORG-207

Revision #

02

Forensic DNA Technical Leader Approval

Issue Date

11/28/2022

## Position Summary- Forensic DNA Analyst

### 1. Purpose

To describe the roles and responsibilities of the position of the Forensic DNA Analyst within the organization and provide the minimum education, experience, certification, knowledge, skills, and abilities required for the position.

### 2. Summary

The Forensic DNA Analyst position directs the processing of laboratory samples to generate a result, analyzes and interprets those results, reports the conclusions of those interpretations, and testifies as to their report in applicable legal proceedings. Staff members in this role will be expected to adhere to all roles, training, continuing education, and educational requirements as mandated by the Federal Bureau of Investigation Quality Assurance Standards (FBI QAS).

### 3. Procedure

#### Minimum Educational Requirements

1. Bachelor's degree in a natural, physical, or forensic science area
2. Successful completion of twelve semester (or equivalent) credit hours from a combination of the following subject areas:
  - a. Biochemistry
  - b. Genetics
  - c. Molecular Biology
  - d. Statistics and/or Population Genetics
3. Coursework with titles other than the above listed subject areas may be substituted provided it can be demonstrated to be compliant with the FBI's Quality Assurance Standards
  - a. Compliance and documentation may be demonstrated with pertinent materials such as:
    - i. Transcripts
    - ii. Syllabus
    - iii. Letter from the instructor
    - iv. Other relevant documentation that supports course content

#### Minimum Experience Requirements

1. Three years of Forensic DNA laboratory experience
  - a. Obtained at a laboratory where DNA testing was conducted for the identification and evaluation of biological evidence in criminal matters
  - b. Obtained as a **qualified** DNA analyst on human DNA testing on forensic samples

#### Preferred Certification

1. American Board of Criminalists (ABC) certification in an applicable field (or equivalent)
  - a. Applicable fields include Biological Evidence Screening (ABC-BIO), Forensic DNA (ABC-DNA), and Molecular Biology (ABC-MB)



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## ***Mandatory Roles and Responsibilities***

1. Perform scientific examination, all laboratory functions and DNA analysis of biological evidence collected in connection with death and criminal investigations, including comparison and interpretation of STR DNA profiles as well as statistical analysis as applicable
  - a. DNA interpretation and analysis (STR, SNP, NGS, mtDNA) required as needed
  - b. Non-criminal casework (private DNA testing, research, genealogy studies etc.) may be required as needed
2. Crafting and authorizing a laboratory report as a result of testing, interpretation and analysis
3. Provide Forensic DNA technical and/or administrative peer review
4. Testify as an expert witness in court proceedings
5. Participates in continuing education (workshops, training courses, conferences etc.) as per laboratory policy and applicable accreditation, certification, and FBI QAS requirements
  - a. Maintain documentation of above participation as per policy
6. Maintain at least a minimum level of productivity as determined by relevant management staff
7. Participates in a proficiency testing program.
8. Participates in implementing and maintaining the quality assurance and quality control program, as well as laboratory safety, to ensure the integrity of analytical testing and results.

## ***4. References***

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1. Federal Bureau of Investigation, "Quality Assurance Standards for Forensic DNA Testing Laboratories"
2. ISO/IEC 17025:2017 – Forensic Science Testing and Calibration Laboratories

## ***5. Definitions***

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N/A