

## FINGERPRINT IDENTIFICATION TECHNICIAN

### POSITION DESCRIPTION

**Classification Responsibilities:** A Fingerprint Identification Technician is responsible for the classification, searching, and comparison of fingerprints as well as the maintenance of fingerprint files. Additional duties include: entering ten-prints and demographics into the Automated Fingerprint Identification System (AFIS), searching and comparing prints to establish the identity of individuals, determine if false information has been given, and establish and maintain criminal history fingerprint information. Maintain proficiency in the use of all aspects of the AFIS for such purposes as quality control, consolidation of records, image quality upgrade, and updating alphanumeric data. The taking of fingerprint impressions (both using ink and Livescan) for criminal and non-criminal matters, obtaining suspect prints for the purpose of fingerprint comparison and identification, making accurate decisions on fingerprint patterns for identification and classification using AFIS, updating the Police Information Management System (PIMS) with AFIS information for each ten-print, searching files and running records checks to assist officers in identifying suspects at the time of booking to determine correct identity of prisoners with prior arrests/outstanding warrants, and responding to inquiries from police personnel/agencies on matters pertaining to general fingerprint files. A Fingerprint Identification Technician is required to give expert testimony in court on fingerprint card information and identifications made in court. A Fingerprint Identification Technician may be required to obtain inked prints from individuals in court (or by court order) and compare them to known inked prints for the purpose of identification. Upon request, a Fingerprint Identification Technician may be required to compare fingerprints contained on citations, misdemeanor print cards, or other single roll images for the purpose of identification. Further duties include report writing and discussing analysis results with officer, attorneys, and others. This class performs related duties as required.

**Distinguishing Features:** A Fingerprint Identification Technician functions in a civilian capacity and is assigned to the Fingerprint Identification Unit of the Forensic Services Section in the Police Department. Supervision is received from a Police Identification Services Supervisor. Work is reviewed through observation, written reports, conferences, accuracy checks, and overall results achieved. All work is performed in accordance with established policies and procedures. AFIS is used to establish and maintain criminal history information based upon fingerprint identification. A Fingerprint Identification Technician may be required to work irregular hours, shift work, and weekends. This class is FLSA nonexempt.

### QUALIFICATIONS

**Education and Experience:** Graduation from high school or GED required. Requires one year of experience involving fingerprinting OR graduation from the Federal Bureau of Investigation (FBI) Fingerprint Classification School or an equivalent school.

**Special Requirements:** Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Incumbents must obtain the applicable AFIS certification within six months from appointment and maintain this certification as a condition of employment.

### ESSENTIAL FUNCTIONS

**Communication:** Communicates with sworn personnel, officers of the court, general public, management, personnel from other law enforcement agencies, AFIS-related vendors, professional peers and other City employees in order to: provide investigative information pertaining to fingerprints, disseminate fingerprint files, testify in court, and operate AFIS. Instructs and trains others in a classroom setting and during on-the-job training regarding fingerprint analysis, classification filing and AFIS operations. Prepares written documents, such as: procedures, training manuals, court documents, departmental reports, and fingerprint cards with clearly organized thoughts using proper sentence structure, punctuation, and grammar.

**Manual/Physical:** Reviews the work product of others to ensure compliance with standard operating procedures, federal and state regulations, and Mesa Police Department Administrative and Field Orders. Reviews, inspects, monitors, and evaluates ten-print fingerprint cards to ensure compliance with standard operating procedures, federal and state regulations, and AFIS regulations and procedures for quality control of fingerprint card submissions. Operates camera equipment to photograph suspects and Court Ordered criminal subjects. Takes electronic and inked fingerprint impressions of persons including: suspects, juveniles, criminals, and applicants. Enters data or information into a personal computer (PC) and/or AFIS terminal in order to encode fingerprint information, search fingerprint files, and run records checks. Performs image substitution on existing AFIS records to ensure the best image is in the database. Maintains applicable AFIS certification. Maintains and troubleshoots the AFIS remote access terminal and support equipment in the Fingerprint Identification Unit. Operates a variety of office equipment such as a PC, copy machine, laminator, fax machine, Lektrievers, and OPPIS terminal. Prepares fingerprint charts and exhibits for court. Sorts and files fingerprint cards and forwards to other sections, the state, and the FBI. Moves fingerprint file boxes weighing approximately 30-40 pounds for distances of up to 200 feet. Works in a bent over position for extended periods of time analyzing fingerprints. Uses specialized, non-routine protective equipment when working with latent print development chemicals and powders when assisting with the processing of latent prints.

**Mental:** Analyzes fingerprints in order to compare prints for identification, classify them, and enter fingerprint cards into AFIS. Reads National Crime Information Center (NCIC) fingerprint class codes. Assists officers to determine the identity of suspects. Prioritizes own work. Performs mathematical and statistical computations for maintaining monthly performance logs and AFIS statistics. Comprehends and makes inferences from written materials including AFIS operations and procedures manuals, fingerprint manuals, and departmental operations orders. Learns job related material through on-the-job training and in a classroom setting.

**Knowledge/Skills/Abilities:**

Knowledge of:

fingerprint classification and identification;  
single image comparison for court purposes;  
law enforcement activities and the organization of a Police Department;

federal and state regulations governing the maintenance and dissemination of criminal history information; and

modern office practices and procedures.

Skill in:

taking fingerprint impressions; and  
comparing fingerprint impressions.

Ability to:

learn how to operate and utilize the AFIS system, including Live Scan;  
learn departmental procedures and operations orders regarding the Fingerprint Identification Unit;  
learn the rules of evidence and court methods and procedures;  
learn classification skills and core setting for AFIS entries;  
learn Gaulton detail and rules for use in comparing finger images; and  
establish and maintain effective working relationships with coworkers, police personnel, other  
identification laboratories or law enforcement agencies, City personnel, and the general public.

New and Replaces Fingerprint Technician 7/04

KB/cjh

CS3945.DOC

EEO-Tech

NIDA-None

RESP-None

PAY RANGE: 39

SH-02

CDL-None