

## LATENT PRINT EXAMINER

### POSITION DESCRIPTION

**Classification Responsibilities:** A Latent Print Examiner is responsible for identification functions such as crime scene photography; fingerprint classification, searching, and filing; operation of the Automated Fingerprint Identification System (AFIS); and crime scene/evidence processing. Incumbents will learn to perform latent print comparisons. Duties include: taking inked, livescan fingerprints 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; learning to use the camera equipment necessary for processing crime scenes and performing laboratory processes; using computer software programs for producing composite drawings as a result of interviewing witnesses to crimes; and scrutinizing crime scenes for the collection of material and trace evidence. A Latent Print Examiner may also testify in court concerning physical evidence and crime scene examination. This class performs related duties as required.

**Distinguishing Features:** The Latent Print Examiner is an entry-level civilian classification for latent print examiners who do not perform complex latent print comparisons but are responsible for other identification functions. Through structured training from a Senior Latent Print Examiner or supervisory personnel, incumbents may learn all of the identification disciplines, including the detection and processing of latent prints and latent print comparison to known inked fingerprints. Employees in this class can progress by criteria-based promotion to a Senior Latent Print Examiner when the training, education, and experience requirements of the Senior Latent Print Examiner class are met. All work is performed in accordance with established policies and procedures. Proficiency is determined by supervisory evaluation of performance and successful completion of a latent print examination. Supervision is received from a Forensic Services Supervisor. The work requires exposure to dangerous and toxic chemicals. Shift, weekend, and holiday work are also required. Incumbents may be subject to emergency call out and standby during off-duty hours. This class is FLSA nonexempt.

### QUALIFICATIONS

**Education and Experience:** Requires a Bachelor's degree in a scientific, law enforcement, or related field from an accredited college or university and successful completion (passing with a grade point of 2.0 or higher) of a minimum of two college science classes.

Requires any combination of training, education, and experience equivalent to a minimum of one year experience performing the classification, filing, and searching of inked fingerprints, OR a minimum of one year experience with crime scene processing. Some (6 months - 1 year) experience in photography and darkroom processing, and work experience in a recognized criminal identification bureau is preferred. Incumbents must obtain the applicable AFIS Terminal Operator certifications within one year from appointment and maintain these certifications as a condition of employment.

**Special Requirements:** Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Must possess a valid Arizona Class D Driver's License by hire date. Must be able to qualify to use protective respirator equipment based on passing a specialized physical examination by hire or promotion date, and maintain certification.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with sworn personnel, witnesses, officers of the court, the general public, management, personnel from other law enforcement agencies, professional peers in the forensic disciplines, and other City employees in order to complete identification functions. Instructs others in a classroom setting regarding identification functions. Testifies in court concerning physical evidence and crime scene investigations. Produces written documents including fingerprint cards, court documents, records of processing physical evidence, and detailed reports.

**Manual/Physical:** Takes inked fingerprints of persons. Files fingerprint cards. Enters data or information into a personal computer and AFIS terminal in order to encode fingerprint information, search fingerprint files, and run records checks. Maintains applicable AZAFIS Terminal Operator certifications. Operates camera equipment to photograph crime scenes, victims, suspects, and evidence. Performs laboratory processes for physical evidence. Develops black and white negative film and makes photographic prints and enlargements. Distinguishes colors for photo processing, blood detection, and chemical processing. Performs chemical processes and operates identification laboratory equipment to process physical evidence and detect latent/trace evidence. Responds to crime scenes to collect materials and trace evidence. Operates a personal computer in order to enter and retrieve data and prepare reports. Enhances images utilizing a computer. Collects, examines, and prepares charts of latent fingerprints. Performs less complex fingerprint comparisons and assists the Senior Latent Print Examiners on complicated comparisons. Detects odors when working with chemicals or dealing with dead bodies. Uses common hand tools to repair equipment. Operates a motor vehicle requiring a standard Driver's License to respond to crime scenes. Works with cleaning fluids, agents, and chemicals using specialized, non-routine, protective equipment to process crime scenes and evidence that are biohazardous and carcinogenic. Develops film and operates and cleans identification laboratory equipment. Prepares fingerprint charts, court exhibits, and statistics to make presentations and testify in court.

**Mental:** Makes accurate decisions on fingerprint patterns for identification and classification while entering fingerprint cards into AFIS. Comprehends and makes inferences from written materials regarding identification techniques including trade journals and departmental policies and procedures. Learns and applies the principles and techniques utilized in identifying the dead. Learns job related material through on-the-job training and in a classroom setting regarding latent print comparisons, and the chemical processes, safety precautions, and equipment used in identification laboratories.

### **Knowledge and Abilities:**

Knowledge of:

classification and identification of individuals through inked fingerprints;  
the English language and basic writing skills; and  
the functions of a police identification laboratory.

Ability to:

learn to use camera equipment necessary for processing crime scenes and performing laboratory processes;  
become proficient at photographing crime scenes, victims, suspects, and evidence using black and white, color, ultraviolet, and other photography;  
successfully complete the Federal Bureau of Investigation's Fingerprint Classification and Latent Fingerprint School;  
learn how to operate and utilize the AFIS;  
remember and recall facts and details;  
follow written and verbal instructions;  
learn interviewing techniques;  
work under highly emotional conditions which are adverse to sight, smell, and touch, especially when dealing with dead bodies and victims of violent crimes; 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 Police Identification Technician 2/04

TO/cjh

CS4232.DOC

EEO-Tech

NIDA-None

RESP-Yes

PAY RANGE: 42

SH-None

CDL-None