

## FORENSIC LATENT PRINT EXAMINER I

### JOB DESCRIPTION

**Classification Responsibilities:** A Forensic Latent Print Examiner I is responsible for identification functions such as fingerprint classification, searching and filing, and operation of the Automated Fingerprint Identification System (AFIS). Incumbents will learn to perform latent print comparisons. Duties include: taking inked prints for criminal and non-criminal matters; obtaining suspect prints for the purpose of fingerprint comparison and identification; and making accurate decisions on fingerprint patterns for identification and classification using AFIS. Additional duties include: writing technical, scientific reports; preparing findings for court presentation; testifying in court regarding scientific facts; and discussing results with officers and attorneys. This class performs related duties as required.

**Distinguishing Features:** The Forensic Latent Print Examiner I 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 Forensic Latent Print Examiner II or supervisory personnel, incumbents may learn all of the identification disciplines regarding latent print comparison to known inked fingerprints. Employees in this class can progress by criteria-based promotion to a Forensic Latent Print Examiner II when the training, education, and experience requirements of the Forensic Latent Print Examiner II 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. This class is FLSA nonexempt.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Bachelor's Degree in a scientific, law enforcement, or related field. Successful completion (passing with a grade point of 2.0 or higher) of at least two (2) college science classes. Any combination of training, education, and experience equivalent to a minimum of one year experience performing the classification, filing, and searching of inked fingerprints. Incumbents must obtain the applicable AFIS Terminal Operator certification within one year from appointment and maintain this certification 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 Driver's License by hire date.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Work experience in a recognized forensic laboratory is preferred. Experience in an American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) accredited laboratory actively engaged in the forensic sciences and testifying in court as an expert witness.

## **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. Consults and coordinates with other latent print examiners, forensic scientists, police officers, attorneys, private experts, and others on plans for the solution of problems involving the analysis, comparison, and identification of physical evidence. Prepares scientific examination reports with clearly organized thoughts using scientific nomenclature, proper sentence construction, punctuation, and grammar in order to present examination results.

**Manual/Physical:** Takes inked fingerprints of persons. Files fingerprint cards. Enters data or information into a personal computer (PC) and AFIS terminal in order to encode fingerprint information, search fingerprint files, and run records checks. Maintains applicable Arizona AFIS Terminal Operator certifications. Operates a PC in order to enter and retrieve data, and prepare reports. Enhances images utilizing a computer. Collects, examines, and prepares charts of latent prints. Performs less complex fingerprint comparisons and assists the Forensic Latent Print Examiner II on complicated comparisons. Detects odors when working with dead bodies. Uses common hand tools to repair equipment. Operates a motor vehicle requiring a standard Arizona Driver's License to attend meetings and provide court testimony. Prepares 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, safety precautions, and equipment used in forensic laboratories.

### **Knowledge and Abilities:**

Knowledge of:

ASCLD/LAB accreditation standards;

ACE-V methodology;

OSHA safety requirements;

Material Safety Data Sheets (MSDSs);

applicable Arizona State Revised Statutes;

applicable scientific technical working groups requirements (for discipline/unit assigned);

applicable professional organizations (for discipline/unit assigned);

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

Ability to:

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  
establish and maintain effective working relationships with coworkers, police personnel, other forensic laboratories or law enforcement agencies, City personnel, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of this job change.

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EEO-Tech

JOB FCTN-TEC

INCREMENTS 58-200

PAY GRADE: 46

IND-7720

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