

FINGERPRINT EXAMINER

JOB DESCRIPTION

Classification Responsibilities: A Fingerprint Examiner is responsible for the 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, determining if false information has been given, and establishing and maintaining criminal history fingerprint information. Incumbents must 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. Additional duties include: the taking of fingerprint impressions 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, and the Records Management System (RMS) 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 Examiner is required to give expert testimony in court on fingerprint identifications. A Fingerprint Examiner 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 Examiner 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 officers, attorneys, and others. This class performs related duties as required.

Distinguishing Features: A Fingerprint Examiner functions in a civilian capacity and is assigned to the Fingerprint Identification Unit of Mesa Forensic Services Supervision is received from a Forensic Scientist 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. 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 high school or GED. Good (1 - 3 years) work or volunteer experience involving fingerprints. A Bachelor's degree can substitute for related experience.

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 Terminal Operator certification within one (1) year from appointment and maintain this certification as a condition of employment. Must possess a valid Class D 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. Experience in an accredited forensic laboratory actively engaged in the forensic sciences and testifying in court as an expert witness.

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, 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; takes 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, and Lektrievers, Prepares fingerprint charts and exhibits for court. Sorts and files fingerprint cards and forwards to other sections, the state, and the FBI. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to respond to crime scenes.

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

Knowledge/Skills/Abilities:

Knowledge of:

ANSI National Accreditation Board (ANAB) Accreditation standards;
ACE-V Methodology;
Occupational Safety and Health Administration (OSHA) Safety requirements;
Safety Data Sheets (SDSs);

applicable Arizona State Revised Statutes;
applicable scientific technical working groups requirements (for discipline/unit assigned);
applicable professional organizations (for discipline/unit assigned);
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;
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 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 the job change.

Revised 11/19

EP/co/kc

CS3945.DOCX

EEO-Tech

JOB FCTN-TEC

INCREMENTS 44-200

PAY GRADE: 44

IND-7720

SWORN-No