

COUNTY OF SOLANO

LATENT ~~FINGERPRINT~~ PRINT EXAMINER II

Effective Date of Revision: XX/XX/XXXX

DEFINITION CLASS SUMMARY:

~~Examines, identifies, compares and preserves fingerprint impressions discovered in~~

Under general supervision, performs skilled technical level work on friction ridge detail examinations for criminal investigations; identification; inputs latent prints into an automated identification system; and provides expert witness testimony in court.

This is a non-sworn classification located in the Sheriff's Office. Positions in the Latent Print Examiner series are flexibly staffed and the level at which appointments are made are at the discretion of the appointing authority.

- Level II is the journey level in the series and the targeted competency and performance level expected of all Latent Print Examiners. Under limited supervision, incumbents are expected to independently perform the full scope of essential functions, which includes a wide variety of difficult, and complex print identifications and associated duties.
- Level I is the entry and training level in the series. Under close supervision, incumbents receive detailed instructions and learn to perform routine print identification tasks that are more structured and repetitive than those assigned at Level II. They learn to perform all technical aspects of fingerprint identification and crime scene processing, gradually exercising greater proficiency and independence. As requisite skills and knowledge are developed, incumbents are expected to perform increasingly responsible and difficult assignments. Without further examination, incumbents may advance to Level II after three years as a Latent Print Examiner I in Solano County or obtaining the Latent Print Examiner Certification from the International Association for Identification (IAI).

DISTINGUISHING CLASS CHARACTERISTICS:

~~This class is characterized by~~ distinguished from the responsibility;

- **Identification Bureau Supervisor**, which is a non-sworn, first-line supervisory class responsible for the performance of daily operations of the Sheriff's Office Identification Bureau as well as for performing the technical fingerprint identification and administrative work in support of criminal related to crime scene investigations.
- **Evidence Technician**, which is a non-sworn journey level technical class responsible for collecting and preserving crime scene evidence, performing photographic and manual laboratory work, maintaining the evidentiary chain of custody, and disposing of all evidence.

SUPERVISION RECEIVED AND EXERCISED:

- ~~Receives direction from~~Supervision is provided by the Identification Bureau Supervisor, or a higher-level management position.
- ~~Exercises no supervision. No~~ supervision is exercised over others, however, may provide technical assistant to lower level or newly hired staff and to sworn peace officers concerning friction ridge identifications.
- **EXAMPLES OF DUTIES** ~~Duties may include but are not limited to the following:~~

ESSENTIAL DUTIES: This class specification represents the core areas of responsibilities, specific position assignments will vary depending on the needs of the department.

Collects, develops, evaluates, compares, and identifies friction ridge detail evidence found at crime scenes.

Prepares hardcopy and digital latent prints for input into a variety of databases, to include

Compares, identifies and evaluates latent fingerprints for entry into the Automated Fingerprint Identification System (AFIS); operates photographic equipment utilized in enlarging and reducing latent fingerprints for acceptance into the AFIS system.)

Prepares tracings of latent fingerprints for entry into the AFIS system; evaluates and compares inked to inked fingerprints and latent to inked fingerprints for identification purposes.

Searches and files fingerprints utilizing the Henry and NCIC classification systems.

Evaluates the Automated Fingerprint Identification System results, form conclusions and provides evidence to support findings.

Performs complex latent print examinations (digitally captured friction ridge detail, latent, plastic, patent impressions).

Verify the accuracy of identifications made by others.

Prepares and maintains field and laboratory notes which include technical/analytical reports detailing findings, investigative methods, and laboratory techniques;

Prepares and maintains confidential case reports, records, and correspondence.

Communicate with federal, state, and local law enforcement agencies.

Prepares fingerprint exhibits for court proceedings; provides expert court testimony; qualifies as fingerprint expert; attends and methodology and identification in all aspects of latent print processing in court, formal hearing, and pre-trial conferences; prepares courtroom displays and exhibits.

Maintains confidential files of latent fingerprint (identified and unidentified) evidence.

Provides technical guidance, training, and assistance to lower-level and/or new examiners and local law enforcement officers and personnel.

Corresponds and interacts with DOJ, DMV, FBI; Responds to phone calls and in-person inquiries from attorneys, the public, and other law enforcement agencies; meets with the public.

~~Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.~~

Maintains a clean and orderly laboratory and work environment.

Assists Evidence Technicians as needed.

Performs related work as required.

EXPERIENCE AND EDUCATION/TRAINING

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Either:

- **Experience:** Three (3) years as a Latent Print Examiner I in Solano County;

Or:

- **Experience:** Four (4) years in a public agency or law enforcement agency performing latent print examination or identification;

Or:

- **Experience:** Possession of the Latent Print Examiner Certification from the International Association for Identification (IAI) upon appointment.

Note: If an equivalent certification becomes available through an accredited agency, it may be considered to meet the requirement above.

Experience:

~~One year of experience identifying and classifying latent fingerprints utilizing automated computerized fingerprint systems.~~

Education/Training:

~~Certification as a latent print examiner by the International Association for Identification or graduation from F.B.I. fingerprint classification and latent fingerprint schools or the Institute of Applied Science Fingerprint course is required.~~

SPECIAL REQUIREMENTS

~~Must be a recognized expert witness in civilian courts of law at the Superior Court level.~~

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess a valid California Driver's License, Class C.

Note: The driver's license must be kept current while employed in this class.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

REQUIRED COMPETENCIES:

Knowledge of:

- Thorough knowledge of fingerprint Laws, principles, and rules governing physical evidence, latent print collection, evidence handling, and preservation.
- Automated and manual print classification, and searching and filing methods; latent print comparison and identification systems, software, equipment, theories, principles, and scientific basis for fingerprint identification.
- Methods and procedures for manual and automated latent print analyses.
- Principles and practices of forensic photography to preserve and prepare latent print evidence.
- Tools and techniques used in latent print analyses and friction ridge comparisons.

~~Methods of identification, interpretation and preservation of evidence.~~

~~Photographic processes.~~

~~Composite likeness construction techniques.~~

~~Principles and techniques utilized in the classification of fingerprints under the Henry System criminal justice system.~~

~~Techniques of evidence handling.~~

- Courtroom procedures and testifying as an expert witness.
- Safe work practices and protocols in a laboratory setting and at crime scenes, including related safety equipment.

~~Legal principles relating to the use and admissibility of physical evidence.~~

~~Automated computerized fingerprint systems such as CAL ID, ALPS, and AFIS.~~

Skill to:

- Operate office equipment including a personal computer, copy and fax machines and printers.
- Standard and accepted principles of leadership, on-the-job training and work review.
- English language including grammar, and spelling is required to prepare narratives, exhibits, correspondence, emails, and other documentation.
- Oral communication techniques including presentations to a wide variety of groups.
- Customer service techniques for dealing with law enforcement representatives and the public; often in a difficult or confrontational situation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment.

Ability to:

~~Classify fingerprints accurately; compare and make latent fingerprint identification accurately.~~

- Perform a variety of technical and specialized tasks and function in an independent, competent, and timely manner.
- Comply with laws, regulations, policies, and professional practices governing law enforcement crime scene investigations; gathering and preserving evidence; lifting and developing latent prints from objects of evidence.
- Perform complex fiction ridge comparisons involving distorted latent prints.
- Operate photographic equipment.
- Evaluate latent, inked and digitally captured prints to determine automated identification system suitability.

~~Prepare narrative and statistical reports.~~

- Testify as a court expert on fingerprint analysis.

~~Understand, interpret and explain regulations and policies governing gathering and preserving of evidence.~~

- Identify matches between sets of latent, plastic, patent and or photographic, prints.
- Collect and, analyze, and interpret data to draw logical and supportable conclusions and make appropriate recommendations.
- Testify in criminal court cases under cross examination regarding methods used during an analysis.
- Communicate information and ideas in a clear, articulate manner using appropriate tone, vocabulary/nomenclature, and grammar appropriate to professional, legal, and scientific audiences.

~~Comply with laws regulations and professional practices governing law enforcement program services and operations.~~

- Prepare a variety of written communications including reports, files, logs, correspondence, and documents; maintain confidentiality of records and information per pertinent laws, regulations, and procedures; and maintain accurate documentation of records and document actions taken.
- Establish and maintain effective working relationships with representatives of law enforcement agencies and those contacted in the course of work.
- Provide on-the-job technical training, guidance, and assistance to lower-level and/or new examiners and local law enforcement officers and personnel.
- Research regulations, procedures and/or technical reference materials.

~~Maintain confidentiality of information.~~

- Manage a variety of work projects simultaneously and carry them through to successful completion.
- Determine the appropriate course of action in stressful and/or emergency situations.
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.

PHYSICAL REQUIREMENTS:

ADA COMPLIANCE

Physical Ability: ~~Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).~~

- Mobility and Dexterity: This class requires employees to perform the following: stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- Lifting, Carrying, Pushing and Pulling: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Sensory Requirements: ~~Requires the ability to~~

- Vision: This class requires employees to have close visual acuity, with or without correction, to prepare and analyze latent fingerprint data and figures, take photographs, view a computer terminal, read small print, and so forth. Employees must have the depth perception to operate a motor vehicle and sensitive equipment. Employee must have the visual acuity to make observations of surroundings and to distinguish colors to describe events in an accurate manner and recognize and identify similarities and differences between the shade, degree, or value of colors, shapes, sounds, forms, textures or, and physical appearance associated with job-related objects, materials, tasks or, and people.
- Hearing/Talking: This class typically requires employees to perceive the nature of sounds at normal speaking levels with or without correction and have the ability to receive detailed information through oral communication. Employees in this class are also required to be able to communicate to express or exchange ideas.
- Other: This class requires employees to have sufficient sense of smell, vision, touch, and hearing to observe environmental and crime scene situations for normal and abnormal occurrences.

Environmental Factors: ~~Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness.~~

WORKING CONDITIONS:

- Crime Scenes: Employees in this class work in office and laboratory settings, and on occasion in the field, at crime scenes. Employees may be exposed to intense noises, fumes, odors, pollens, dust, inadequate lighting; to unpleasant field conditions including rainy, windy, cold, or hot weather; walking on uneven terrain; and to working around vehicles and equipment in operation with moving mechanical parts.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.

- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive or confrontational people.
- Working Alone: Employees in this class work in remote areas, and/or may be working on night shifts and/or on weekends, and thus may work alone for extended periods of time.
- Working at Heights: Employees in this class may be required to work at heights six feet and more above the ground on equipment and structures.

SUPPLEMENTAL INFORMATION

OTHER REQUIREMENTS:

- Background Checks: Candidates for positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy. The County will conduct a background check and a reference check on candidates prior to appointment including the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.
- Independent Travel: Incumbents are required to travel independently to perform work at crime sites, at other work sites, to attend court proceedings and meetings with other County employees and travel long distances by car or airline.
- Hours of Work: Incumbents may be required to work outside of normal business hours. Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

Director of Human Resources

CLASS HISTORY AND CLASS INFORMATION:

~~Established~~ ~~Date:-~~ Approved by the Civil Service Commission: November 1989

- , Revised ~~Date:-~~ June 30, 2003
- Date Adopted by the Board of Supervisors:
- Date(s) Revised: November 2002, XXXX 2025
- Date(s) Retitled and Previous Titles of the Class: Latent Fingerprint Examiner
- Class Code: 413170

~~BOS Date:~~ June 30, 2003