

CITY OF SALINAS

LATENT FINGERPRINT TECHNICIAN

BARGAINING UNIT/CLASS CODE:

SMEA / O30

DEFINITION

Under direct supervision of the Criminalist, operates, records and logs criminal information; collects, analyzes, compares and identifies latent fingerprints; and to perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Criminalist.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Complete cleared requests for photographs, booking images or copies of taped materials and latent print comparisons. Handle evidence as needed to perform job requests and write necessary reports. Maintain confidential criminal records, files, logs, and other documents. Operate and conduct latent print searches through Cal-ID Automated Fingerprint Identification System. Operate and input fingerprint data in to the AFIX Tracker latent print searching system. Collect, analyze, compare and identify latent friction ridge detail on known and unknown prints. Input data and scan shell casings into Rapid Brass Identification system. Prepare film canisters, track film processing, have photographs developed for requests. Maintain Crime Scene Investigator cameras and related photography equipment. Digitize all 35mm negative film with high-speed film scanner equipment. Operate high-end computer, cataloging, tracking and inputting crime or evidence data. Support and maintain Live Scan equipment, fingerprint equipment and drug testing. Sort and file fingerprint cards and related identification data. Inventory, order and stock Crime Lab and Crime Scene Investigator supplies. Prepare courtroom presentations and testify in court. Testify in court as a fingerprint expert and prepare court exhibits.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computers, business machines and related equipment; vision sufficient to read fine print, detect subtle shades of color, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to climb stairs and move about the work environment, physical strength to lift up to 20 lbs; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Physical mobility sufficient to move about the work environment.

QUALIFICATIONS

Knowledge of:

Proper procedures, principles, policies and laws relating to fingerprint and property handling. Complex record keeping, storage, and filing systems. Proper use and maintenance of Live Scan and fingerprint equipment.

CITY OF SALINAS
LATENT FINGERPRINT TECHNICIAN (continued)

Operation procedures for 10 print and latent print searches through CALID/A.F.I.S. Photography and the various methods of printing, developing and enlarging negatives to pictures.

Ability to:

Lift latent fingerprints and to classify fingerprints accurately. Maintain detailed criminal records. Prepare and analyze clear and concise reports. Operate fingerprint equipment and other analyzing equipment as required. Establish and maintain effective working relationships with other employees and the public. Testify in court and be recognized as a latent print expert.

License or Certificate:

Possession of a valid California Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required to perform the duties would be any combination equivalent to coursework in Administration of Justice or closely related field and three years of evidence identification and/or evidence collection experience. P.O.S.T approved Latent Print Examiner Schools and experience in courtroom testimony regarding fingerprint evidence is desired.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 7-00, REV: 2-07