

C - XI
FINGERPRINT TECHNICIAN
OCCUPATIONAL GROUP [163]

CODE NO. 71141

ASSOCIATE FINGERPRINT TECHNICIAN

Duties and Responsibilities

This class of positions encompasses technical work of varying degrees of difficulty and responsibility in fingerprint identification and technical latent fingerprint work including inputting and/or accessing information from computer database systems to search for and identify fingerprints and operating computers and auxiliary equipment. There are four assignment levels within this class of positions. All personnel perform related work. The following are typical assignments within this class of positions.

Assignment Level I

Under direct supervision, performs routine technical work in fingerprint identification, chiefly in accordance with the Henry System with F.B.I. extensions and modifications. Takes fingerprints of City employees and candidates for employment and promotion, or persons applying for licensure, or persons requesting Good Conduct Certificates; classifies fingerprints in accordance with established methods and procedures; maintains fingerprint files and records of pertinent identification data; searches fingerprint files for the purpose of comparing fingerprints with any prior impressions on record; maintains records on the number and type of fingerprints taken, filed, searched, and other work performed; assists in preparing reports in instances of substitution or impersonation; inputs and/or accesses information from computer database systems; assists other law enforcement personnel in obtaining information regarding criminal histories, arrest reports and other related information; may take fingerprints of persons arrested or convicted of criminal offenses. May be trained in latent print examining work.

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Assignment Level II

Under general supervision, with some latitude for independent or unreviewed action or decision, performs technical work of moderate difficulty and responsibility in fingerprint identification, chiefly in accordance with the Henry System; may supervise and train subordinates. In addition to the duties described in Assignment Level I, performs more exacting work in the taking, classifying, searching, comparing and filing of fingerprints including those of persons arrested or convicted of criminal offenses; makes reports in instances of substitution or impersonation, or prepares statements certifying that fingerprints in question are identical/different; may testify in court regarding fingerprint comparisons; may be responsible for the scheduling of subordinates' work. May be trained in latent print examining work.

Assignment Level III (See Special Note under Qualification Requirements)

Under supervision, with some latitude for independent initiative and judgment, performs difficult and responsible technical latent fingerprint work and assists higher-level specialists with more complex latent fingerprint assignments. Lifts, processes, develops and evaluates latent prints at crime scenes; photographs latent prints from lifts and on original surfaces; compares latent prints, searches files and computers to identify prints; confers with prosecutors and defense attorneys; prepares display charts and testifies on latent print cases in courts and grand juries; keeps records, prepares reports and provides information to investigators and other authorized personnel; instructs and trains fingerprint technicians and precinct personnel; may conduct seminars and lectures on latent print identification.

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Assignment Level IV (See Special Note under Qualification Requirements)

Under general supervision, with considerable latitude for independent initiative and judgement, performs the most difficult, sensitive and exacting technical latent fingerprint work. Supervises and trains subordinates; may be responsible for a major technical or organizational segment of the Latent Print Unit; assigns, reviews and evaluates the work of subordinate examiners, including print comparisons, statistical records, etc.; acts as liaison with Federal, State and local authorities, and testifies and coordinates activities with investigators, prosecutors, attorneys and other authorized personnel concerning latent print cases; conducts and coordinates seminars, lectures and other training activities; keeps records; prepares reports.

Qualification Requirements

A four year high school diploma or its educational equivalent and one year of full-time experience in fingerprint identification work.

SPECIAL NOTE:

For assignment to Assignment Level III or IV, candidates must have, in addition to the qualification requirements above, one year of full-time experience in latent print identification work.

Direct Lines of Promotion

<u>From:</u>	Fingerprint Technician Trainee (71105)	<u>To:</u>	Principal Fingerprint Technician (71165)
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