FINGERPRINT TECHNICIAN

Purpose:

To actively support and uphold the City's stated mission and values. To perform skilled and analytical work in the classification, analyze and comparison of fingerprints using the Automated Fingerprint Identification System (AFIS); maintain and monitor 10-print and palm print fingerprint files for proper entry into the Optical Print & Photo Image Subsystem (OPPIS) database; and represent the department by giving expert testimony in Superior, Federal and City court.

Supervision Received and Exercised:

Receives general supervision from the Identification Supervisor or from other supervisory or management staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Analyze, classify, search and compare ten-print and latent fingerprints manually and using the AFIS database; maintain manual and electronic 10-print and palm print fingerprint files utilizing the OPPIS database.

- Enter ten-prints and demographics into the AFIS database; analyze, search and compare prints to establish identity of individuals who may have given false information, add FBI Rap sheet information into computer system. Prepare and collect information to assist with writing false information reports.

- Present accurate and professional expert testimony in court pertaining to fingerprint analysis; write clear and concise reports regarding the fingerprint analysis and conclusion; submit reports to Deputy County Attorney; instruct others in a classroom setting regarding fingerprint classification filing and AFIS operations.

- Perform latent case and ten-print purges as directed by court orders and established retention schedules.

- Download, catalogue, and scan images into digital darkroom. Maintain chain of custody logs for flashcards received from police personnel. Process requests for photographs.

- Properly handle, identify and document a variety of firearms for ballistic test firing and entry into the National Integrated Ballistic Information Network (NIBIN) database.

- Compile monthly AFIS/Lights Out statistical data.

- Maintain and troubleshoot the AFIS remote access terminal

- Monitor, troubleshoot, identify and correct all errors that do not conform to the data format for the interchange of fingerprint information. Requires knowledge of and utilizing the National Institute of Standards and Technology (NIST) Editor program.

- Prepare, update and manage AFIS procedures and training manuals.

- Assign latent cases and latent field cards to Evidence Technicians.

- Conduct AFIS entries and searches on ten-prints; review and respond to inquiries from police personnel and other agencies on matters pertaining to the general fingerprint files and all matters of criminal identification.

- Review AFIS ten-print entries for accuracy and completeness to ensure conformance to standards; take fingerprint impressions; assist in preparation of photo line-ups as needed.

- May assist in the retrieval and processing of items of evidence under the direction of an Identification Technician.

Minimum Qualifications:

Experience:

One year experience in a law enforcement environment; experience with fingerprint identification, classification, and comparison using the Automated Fingerprint Identification System (AFIS) preferred.

Education:

Equivalent to completion of the twelfth grade, supplemented by a certificate of completion from an accredited college/university in the fundamental concepts of

fingerprinting, identifying fingerprint pattern types, fingerprint comparisons and\or fingerprint classification.

Licenses/Certifications:

Possession of, or required to obtain within six months from date of hire, an Arizona AFIS Terminal Operator Certificate; level E.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 129

FLSA: Non-Exempt