

City of Fort Worth, Texas Job Description

Classification Title	Latent Print Examiner		
Job Code:	PS5080	Job Family:	Public Safety
Pay Grade	513	Date Created:	06/26/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Performs operational support to the FWPD and the Tarrant County District Attorney in the area of latent print detection, examination and comparison and provides expert courtroom testimony when required.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Conducts detailed comparisons of latent prints utilizing valid scientific techniques and digital image processing. Establishes identity and non-identity. Processes physical evidence for fingerprints and conducts final analyses. Develops and prepares related final reports and presents expert court testimony in latent print development and related procedures.
2. Uses specialized photographic techniques, specialized lighting techniques and equipment to capture, process, and produce images of latent prints.
3. Enters latent prints into the Automated Fingerprint Identification System (AFIS-; ensure use of proper methods of coding.
4. Interacts with law enforcement agencies and official, police investigators and the District Attorney's office regarding the science of latent print identifications.
5. Prepares, reviews and releases written reports of conclusions and test data. Prepares and maintains documentation detailing latent print evidence items as received, examination methods and results.
6. Testifies in legal proceedings as an expert witness.
7. Ensures all examinations and documentation records are in compliance with Laboratory Policies and Procedures and ASCLD-LAB/International policies, procedures and guidelines.
8. Compiles and maintains statistics on cases with latent print submissions and processing/comparison requests, quality of prints received/developed and case status.
9. Utilizes special photographic techniques in examining prints; determine evidence value.
10. Performs related duties as required.

11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices of fingerprint science.
 - Methods, techniques and equipment used in latent print examination, identification and interpretation.
 - Scientific principals and basis for latent print examination and comparison.
 - Operational characteristics of AFIS.
 - Methods and techniques of latent print processing.
 - Principles and procedures used to offer expert testimony in court.
 - Statutes pertaining to fingerprint examination.
 - Principles and procedures of record keeping.
 - Pertinent Federal, State, and local laws, codes and regulations.
 - Basic chemistry.
 - Safety measures when processing fingerprint evidence.
 - Evidence packaging.
- **Skill in:**
 - Prioritization.
 - Organize and schedule.
 - Operate assigned equipment.
 - Photography and light techniques.
 - Observation and detail.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing
 - Determine value of photograph.
 - Use advanced photography.
 - Encode latent prints into the Automated Fingerprint Identification System.
 - Maintain a variety of latent prints, fingerprints, and court records and files.
 - Provide court testimony in the approved latent print development processes and AFIS operational procedures.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish and maintain effective working relationships.

QUALIFICATIONS

Minimum:

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

Associate's degree or sixty college semester hours, and two years job-related experience in the science of fingerprint comparison and successful completion of a recognized course of studies in the science of fingerprint comparison.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.