



CLASS SPECIFICATION FOR:
Latent Print Examiner

General Statement of Duties:

Performs functions relating to the recovery, examination and identification of latent prints; does related work as required.

Distinguishing Features of Class:

This is skilled work in the Forensic Unit of the Division of Police which involves the recovery, examination and identification of latent prints and human skin friction impressions to be utilized in investigations of crimes, accidents and disasters. The incumbent demonstrates thorough knowledge of latent print recovery techniques and devices and solid skills in analyzing information recovered or gained. The incumbent follows proper laboratory, chain of custody and documentation procedures and is able to communicate effectively and articulately with law enforcement, legal and governmental agents regarding procedures and findings. Requires proficiency/expertise in additional forensic disciplines of reconstruction of crime scenes related to palm prints, fingerprints and footprints. The incumbent receives general supervision and has wide latitude for independent action and judgment.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Performs skilled work in the recovery, examination and identification of latent prints to utilize in investigations of crimes, accidents and disaster;
- Recovers and identifies human friction skin impressions from disaster and accident victims;
- Recovers and identifies prints from disaster and accident victims;
- Prepares exhibits and written reports and testifies in court;
- Photographs, traces and enters latent fingerprints into AFIS (Automated Fingerprint Identification System) in order to provide local and state law enforcement a means of searching fingerprint files to match prints;
- Trains intern coworkers in latent print examination techniques;
- Prepares media and reagents for use in laboratory, adhering to proper quality-control and safety measures;
- Records laboratory results, reports workload status and writes certificates of analysis to be submitted as evidence in a criminal procedure in lieu of testimony;
- Presents, interprets, explains and defends analyses as the State's expert witness at criminal proceedings to assist the court in determining the guilt or innocence of defendants;
- Ensures that a secure chain of custody is maintained for samples;
- Provides information concerning technical findings to attorneys and paralegal personnel so that the proper legal implications can be drawn;
- Photographs and develops hard copies of processed prints to preserve them for examination and to utilize in constructing exhibits for court presentations;
- Keeps abreast of current latent print recovery/examination procedures and court decisions relevant to their use;
- Using formal classroom instruction and informal one-on-one sessions, trains law enforcement officials to improve their skills in evidence-recovery and crime scene management;
- Performs related work as assigned.

Required Knowledge, Skills and Abilities:

Considerable knowledge of latent print recovery, examination and identification techniques; the ability to communicate effectively both orally and in writing; the ability to meet and develop effective working relationships with law enforcement and legal representatives; ability to analyze information recovered, to make accurate judgments, and to prepare well planned and detailed reports based on those findings; ability to effectively instruct others in proper procedures; ability to work on own initiative, with a minimum of direct supervision; good knowledge of or familiarity with automated systems and the ability to accurately enter and retrieve data.



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Minimum Education and Experience:

Education: 4-year degree in forensic or a physical or natural science;

Experience: Two (2) years of work experience as a fingerprint technician (certification by the International Association for Identification is preferred);

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Completion of all training and testing required by the Virginia Department of State Police of their Automated Fingerprint Identification System Tenprint and Latent Print Operators;
- Completion of the training and testing required by the Department of Criminal Justice Services AFIS Examiners
- Valid driver's license may be required.

G.C.U.0014

Career Code:

Date of last Revision: 9-Aug-2012