



CLASS SPECIFICATION FOR:

Senior Latent Print Examiner

General Statement of Duties:

Performs functions related to the recovery, examination and identification of human friction skin impressions; serves as remote site coordinator for the automated finger print identification system, does related work as required.

Distinguishing Features of Class:

The duties assigned to this position include performing highly 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 disaster; training other Latent Print Examiner(s) within the section/unit; reviewing all formal reports related to latent print identification for accuracy and omission; acting as remote site coordinator for the Virginia State Police Automated Fingerprint Identification System; and following proper chain of custody procedures. Serves as the site coordinator for the Virginia Department of State Police's current Automated Fingerprint Identification System and the Henrico County police Division's automated finger and palm print data base. Requires high level 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 highly 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;
- Trains Division employees in human friction skin impression recovery, analysis, comparison and individualization/identification;
- Reviews all formal reports related to latent print identification for accuracy and omission;
- Serves as remote site coordinator for the Virginia State Police Automated Fingerprint Identification System;
- Provides additional expertise in additional forensic disciplines of reconstruction of crime scenes related to palm prints, fingerprints and footprints;
- Prepares media and reagents for use in a laboratory, adhering to proper quality-control and safety measures;
- Prepares exhibits, written reports and testifies in court as an expert witness;
- Photographs, traces, scans and enters friction skin impressions into the Automated Fingerprint Identification System (AFIS) and AFIX TRACKER System in order to provide local, state and federal law enforcement agencies a means of searching finger and palm prints files to match friction skin impressions;
- 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;
- Maintains all required certifications;
- 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.



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Required Knowledge, Skills and Abilities:

Extensive knowledge and skill in all facets of human friction skin impression processing, preservation, recovery, examination, analysis, comparison and individualization (ACE-V method); highly skilled in the recovery, examination and identification of latent prints from investigations of crimes, accidents and disasters utilizing highly specialized proficiency/expertise in additional forensic disciplines of reconstruction of crime scenes related to palm prints, fingerprints and footprints; in all facets of human friction skin impression processing, preservation, recovery, analysis, comparison and individualization (ACE-V method); 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 and supervise 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.

Minimum Education and Experience:

Education: 4-year degree in field of forensic science or other relevant Criminal Justice, Forensic Science, physical or natural science field;

Experience: Four (4) years of work experience as a latent print examiner;

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.

- Certified by the Virginia Department of State Police as a Level B Operator of the Virginia Criminal Information Network (VCIN) and National Crime Information Center (NCIC), or must complete all courses and testing to become certified within the first six (6) months of employment in this position, with training and testing to be scheduled by the Police Division. The employee must maintain certification throughout employment;
- Certified General Instructor with the Department of Criminal Justice Services (DCJS) within two (2) years of employment and must maintain that certification throughout employment;
- Certification by the International Association for Identification as a Latent Print Examiner, or obtain this certification within two (2) years of employment;
- 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.0021

Career Code:

Date of last Revision: 14-Aug-2012