

Senior Latent Print Examiner



General Summary of Classification:

Conducts highly skilled and complex latent fingerprint and palmpoint recovery; performs examination and identification of latent prints and human skin friction impressions to be utilized in investigations of crimes, accidents and disasters; searches identifiable prints using various fingerprint identification systems; serves as a working supervisor; supervises and trains assigned staff which includes Latent Print Examiner(s); reviews and approves all formal reports related to latent print identification for accuracy and omission; trains law enforcement officials to improve their skills in evidence recovery and crime scene management; and performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Serves as remote site coordinator for automated fingerprint identification systems (VSP, AFIS, AFIS Tracker, VCIN, etc.);
- Photographs, traces, scans and enters friction skin impressions into the 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, and to utilize in constructing exhibits for court presentations;
- Provides technical findings to attorneys and paralegal personnel so that the proper legal implications can be drawn;
- Keeps abreast of current latent print recovery/examination procedures and court decisions relevant to their use;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Extensive knowledge and highly skilled in: all facets of human friction skin impression processing, preservation, recovery, examination, analysis, comparison and individualization (ACE-V method), and identification of latent prints from investigations of crimes, accidents, disasters and victims; utilizing highly specialized proficiency/expertise in additional forensic disciplines of reconstruction of crime scenes related to palm prints, fingerprints and footprints; all facets of dual fingerprint and biometric reagent processes, quality control and safety practices; secure chain of custody procedures; effectively instructs and supervises others in proper procedures; ability to testify credibly as an expert witness.
- **Technical:** Sound analytical, evaluation and decision-making skills; consistently accurate in identifications; proficient use of computer and typical business software, proprietary software and applications, and various wireless technologies and peripherals, laboratory equipment, reagent materials, and various state and federal databases to complete assigned tasks.
- **Interpersonal, Communication and Customer Service:** Excellent verbal and written communication skills; communicates and interacts professionally with diverse array of relevant stakeholders (law enforcement personnel, attorneys, etc.); excellent collaborative skills with an ability work independently and as part of a team.
- **Decision-making and Authority:** 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 and identifications as the State's expert witness at criminal proceedings.
- **Leadership:** Supervisory. Supervises staff and operations of a small unit; testifies in court as an expert witness.
- **Environment:** Works in an office and lab settings and crime scenes, including violent crimes and serious vehicle accidents.
- **Physical:** Visual and hearing acuity sufficient to safely perform duties at crime scenes and in a lab setting; physical ability sufficient to perform assigned duties in a wide array of duty-related locations as needed.

Minimum Education and Experience:

Education: Four (4) year degree in a relevant field of forensic science, criminal science or other relevant field;

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

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

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license and a safe driving record to perform duties at various locations Countywide.
- Certifications that must be maintained for the duration of employment with Henrico Division of Police:
 - Certified by the VSP as a Level B Operator for VCIN and NCIC, or certified within the first six (6) months of employment;
 - Certified by the VA DCJS as a General Instructor within two (2) years of employment;
 - Certified by the International Association for Identification as a Latent Print Examiner, or obtains certification within two (2) years of date of hire;
- Completion of all training and testing required by the VSP for 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.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.