

**City of San José**  
**CLASS SPECIFICATION**

**Title: Latent Fingerprint Examiner I/II/III (Job Code 2241, 2242, 2246)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Police	Latent Fingerprint Examiner, Supervisor	Non-exempt

**CLASS SUMMARY**

Under supervision of the Latent Fingerprint Examiner, Supervisor, provides identification services in support of criminal investigations. Work involves the use of a countywide system linked to state and national fingerprint and criminal history databases. Services are provided to the San Jose Police Department.

**DISTINGUISHING CHARACTERISTICS**

Positions in these classes are flexibly staffed. Latent Print Examiner I is the entry level. Incumbents perform assignments which involve finger and palm print analysis, comparison and evaluation in criminal investigation and the delivery of identification services utilizing the Automated Fingerprint Identification System, mugshot system and other identification technologies. Incumbents are expected to advance with training, experience and satisfactory performance to Latent Print Examiner II, the journey level of the class series.

Latent Print Examiner IIs are expected to make correct decisions regarding latent print source attribution (or exclusion) from the minutia inherent to each individual, write reports as to their findings, and give expert witness testimony in court. Incumbents are expected to obtain certification as a Certified Latent Print Examiner by the International Association for Identification (IAI) to advance to Latent Print Examiner III, the senior level of the class series.

Latent Print Examiner IIIs are certified latent print examiners by IAI and perform work of unusual difficulty requiring a high level of skill and ability. Incumbents at this level are expected to lead and train less experienced latent print examiners in the analysis, comparison and evaluation of unusually difficult, complex latent prints.

**QUALIFICATIONS**

**Minimum Qualifications**

**Education and Experience**

**Latent Print Examiner I**

**Education & Experience:** Successful completion of high school or General Education Development (GED) Certificate and three (3) years of experience equivalent to the level of a Police Data Specialist with the San Jose Police Department (SJPD), or performing as a fingerprint classifier, ten-print examiner, or fingerprint identifier.

**Acceptable Substitutions:**

Option 1: Associate's Degree from an accredited college or university in Administration of Justice, Criminology, Chemistry, Physics, Biology, Mathematics, Forensic Science, Statistics, or a related field, and at least three (3) months internship with a law enforcement agency, OR

Option 2: Bachelor's Degree from an accredited college or university in Administration of Justice or Criminology, Chemistry, Physics, Biology, Mathematics, Forensic Science, Statistics, or a related field. No experience.

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**Latent Print Examiner II**

Education and Training: Successful completion of high school or GED Certificate, and 160 hours of training/course work on fingerprint or latent print analysis, comparison and evaluation by a recognized law enforcement agency, crime laboratory, P.O.S.T., or recognized professional institute or organization.

Experience: Satisfies at least ONE of the following options:

- a. One (1) year full-time experience as a Latent Fingerprint Examiner I with SJPD, or equivalent, performing fingerprint analysis comparison and evaluation using an Automated Fingerprint Identification System (AFIS).
- b. Three (3) years of experience performing classification of fingerprints.
- c. 500 hours full-time experience (volunteer or intern experience is acceptable) performing fingerprint analysis, comparison and evaluation in a latent print unit at law enforcement agency or crime laboratory.
- d. Three (3) years of full-time experience as an evidence technician, crime scene technician, or lab technician processing physical evidence for latent prints.

Acceptable Substitutions for Education and Training:

Option 1: Associate's Degree from an accredited college or university in Administration of Justice, Criminology, Chemistry, Physics, Biology, Mathematics, Forensic Science, Statistics, or a related field, and 80 hours of training/course work on fingerprint or latent print analysis, comparison and evaluation by a recognized law enforcement agency, crime laboratory, P.O.S.T., or recognized professional institute or organization.

Option 2: Bachelor's Degree from an accredited college or university in Administration of Justice, Criminology, Chemistry, Physics, Biology, Mathematics, Forensic Science, Statistics, or a related field, and 40 hours of training/course work on fingerprint or latent print analysis, comparison and evaluation by a recognized law enforcement agency, crime laboratory, P.O.S.T., or recognized professional institute or organization.

**Required Licensing**

Possession of certification as a Certified Latent Print Examiner by the International Association for Identification is required within 2 years of eligibility.

**Latent Print Examiner III**

Education & Experience: Successful completion of high school or General Education Development (GED) Certificate and four (4) years of journey-level experience equivalent to Latent Print Examiner II with SJPD.

Acceptable Substitutions:

Option 1: Associate's Degree from an accredited college or university in Administration of Justice, Criminology, Chemistry, Physics, Biology, Mathematics, Forensic Science, Statistics, or a related field, and three (3) years of journey-level experience equivalent to Latent Print Examiner II with SJPD, OR

Option 2: Bachelor's Degree from an accredited college or university in Administration of Justice or Criminology, Chemistry, Physics, Biology, Mathematics, Forensic Science, Statistics, or a related field and two (2) years of journey-level experience equivalent to Latent Print Examiner II with SJPD.

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**Required Licensing (such as driver's license, certifications, etc.)**

Possession of a valid California Class C Driver's License is required and must be maintained during the entire term of employment in the job class; failure to possess or maintain the valid required license shall result in discipline up to and including termination of employment. Must meet all background, psychological and polygraph requirements.

Latent Print Examiner III: Possession of current certification as a Certified Latent Print Examiner by IAI is required.

There is no substitution for the required Latent Print Examiner Certification.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations related to latent fingerprints.
  - Knowledge of consensus guidelines and standards for the forensic examination of friction ridge impressions established by SWGFAST (Scientific Working Group on Friction Ridge Analysis, Study and Technology) or current governing bodies.
  - Knowledge of the National Academy of Science report "Strengthening Forensic Science in the United States: A Path Forward" as it relates to fingerprint analysis.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Decision Making - Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- Analytical Thinking - Approaching a problem or situation by using a logical, systematic, sequential approach.
- Continuous Improvement - Actively identifies new areas for learning and regularly creates and takes advantage of learning opportunities.

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- Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.

<b>DUTY NO.</b>	<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	<b>FRE-QUENCY**</b>
1.	Analyze, compare and evaluate latent and exemplar finger and palm prints for purposes of establishing inference for identification or exclusion.	Daily/Several Times
2.	Automate latent finger and palm prints in local, state and national automated systems.	Daily/Several Times
3.	Utilize magnifiers, ridge counters, scanners, digital microscopes, computer imaging enhancement software, and other technical and scientific equipment for capturing, observing and comparing latent fingerprint and palm prints.	Daily/Several Times
4.	Write fingerprint analysis reports to document opinions and conclusions.	Daily/Several Times
5.	Prepare technical summaries for the analysis, comparison and evaluation of complex print impressions.	Daily
6.	Receive and respond to inquiries by Federal, State and local law enforcement agencies, attorneys, and other identification units.	Daily
7.	Perform routine office functions such as word processing, filing, record keeping, including the preparation of materials for training, consultation and court testimony.	Daily
8.	Classify, analyze, process, compare and evaluate ten-print booking transactions and records into Automated Fingerprint Identification Systems (AFIS).	As Required
9.	Provide expert witness testimony in Santa Clara County Superior and US District Federal courts.	As Required
10.	Assist in training of new employees and less experienced examiners.	As Required
11.	Attend continuous educational training courses in the field of fingerprint analysis.	As Required
12.	Performs other duties of a similar nature or level.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

**PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an indoor environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;

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- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers, and the public.

**CLASSIFICATION HISTORY** *Created 12/06/82; Rev 1/94, 11/97, 12/97, 11/01; Rev & Ret 3/14, Rev.2/22; s005*