

CITY OF CORAL SPRINGS

Classification Description

CLASSIFICATION TITLE: Latent Fingerprint Analyst
FUNCTIONAL AREA: Police Department

WORK OBJECTIVE:

Under direction, the purpose of the position is to perform responsible professional and technical work to analyze and identify latent fingerprint evidence manually and through the use of the Automated Finger print Identification System (AFIS). Employees in this classification are responsible for the collection, documentation and preservation of evidence relating to fingerprints, photography. Work includes preparing charts and depositions for expert testimony in all courts of law. Work requires extreme accuracy, considerable initiative, evaluative thinking and independent judgment in carrying out assignments in accordance with standard police identification practices and general work instructions.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Receives, analyzes, identifies and processes latent fingerprint evidence removed from crime scenes and other evidence; documents, preserves, diagrams and sketches latent fingerprint evidence.
- Photographs latent fingerprint evidence; prepares Evidence Property Forms.
- Performs comparative analysis of latent fingerprint evidence with suspects, victims, and latent fingerprint databases.
- Prepares various reports and depositions based on fingerprint analysis; generates daily, monthly and annual reports on latent fingerprint activity; enters report data into Florida Department of Law Enforcement (FDLE)/AFIS database, AOA and other agency data systems.
- Prepares comparison charts and records for use in testimony; prepares enlargements of evidence for visual aids in prosecution cases; prepares depositions for expert testimony in all courts of law.
- Trains departmental personnel in the extraction, handling and preservation of latent fingerprint evidence.
- Maintains open communication with other agencies for the exchange of fingerprints and the dissemination of information.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High School Diploma or GED; supplemented by three (3) to four (4) years responsible experience in latent fingerprint identification. Must possess current certification as a Latent Fingerprint

Latent Fingerprint Analyst

Examiner from the International Association for Identification, successful completion of the FBI Basic Fingerprint and Advanced Latent Fingerprint Schools preferred; or an equivalent combination of education, training, and experience. Valid Florida Driver's License required.

Knowledge, Skills, & Abilities –

Considerable knowledge in pre-established departmental, State and Federal policies, procedures and regulatory requirements applicable to the work; knowledge of current laws governing investigations and identifications.

Considerable knowledge of the collection and identification techniques applicable to the work.

Ability to understand and follow written and oral instructions.

Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to work independently with minimal supervision.

Ability to operate an automatic and standard transmission vehicle.

Ability in accurately identifying fingerprints.

Skill in performing highly responsible work maintaining the integrity and security of police evidence/property and crime scenes.

Skill in reading, updating, analyzing and maintaining various records and files.

Skill in establishing and maintaining effective working relationships with law enforcement personnel, supervisors and general public.

Skill in clearly communicating information both verbally and in writing.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed with limited potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.