

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE: FINGERPRINT & EVIDENCE SPECIALIST**

**DEPARTMENT: POLICE**

**BASIC FUNCTION:**

Under general supervision, to perform latent (partial) print examination and identification; identify, photograph, collect, transport, and preserve physical evidence from crime scene investigations; and to do related work as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Incumbents in the Fingerprint & Evidence Specialist class perform a variety of nonsworn, advanced and highly specialized tasks related to latent fingerprint collection and examination and crime scene evidence collections. The position is characterized by an exceptionally high degree of responsibility for accuracy and quality of work and for great attention to detail requiring in-depth knowledge and accountability in processing information.

**KEY RESPONSIBILITIES:**

Identify, examine, collect, document, preserve and transport evidence at crime scenes; search for latent impressions and other physical evidence; prepare evidence lists and property tags for collected property and evidence.

Record and detail crime scenes including diagrams, sketches, photographs, and videotapes.

Instruct and supervise law enforcement officers regarding the significance of various types of physical evidence and proper evidence collection procedures.

Document crime scenes using various photographic media and techniques. Take photographs of crime scenes from helicopter/aircraft; photograph and process suspects for evidence in the field and in a jail/prison facility.

Obtain major case prints from suspects, victims, witnesses, police and fire personnel

Attend medical legal autopsies at the Medical Examiner's Office to collect photographic and physical evidence; collect evidence from dead bodies and photograph all aspects of the body necessary for investigation at the crime scene and during autopsies.

Dust and lift latent prints and fingerprints; develop latent fingerprints using laser and chemical enhancements; classify, identify and examine fingerprints; compare latent prints to inked prints; evaluate latent prints to determine quality, integrity and identity; maintain records of examinations.

Process evidence items for blood, latent prints and other impression evidence.

Determine if latent prints recovered from crime scenes are usable for comparison to known prints of individuals and/or for entry into AFIS and/or IAFIS; request known prints of possible suspects for comparison from local, state, and federal departments via email and telephone.

Prepare, enter, and compare latent fingerprints in the automated California Identification System (Cal-ID), Automated Fingerprint Identification Systems (AFIS) and related systems.

Process and prepare evidence for court and testify as an expert witness on all phases of latent print identification, crime scene photography and other physical evidence.

Write reports on latent print identification findings and crime scene processing.

Communicate with attorneys, other law enforcements officials, and citizens in regard to evidence collected and results.

Train and lead the work of full-time, part-time and volunteer personnel.

Provide court testimony.

Research and evaluate new technical developments in latent print development, crime scene processing, handling, and analysis of evidence.

Perform other related duties as assigned.

#### **QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

##### **Knowledge of:**

- Methods and techniques used in the identification, collection and preservation of property and evidence, and commonly used fingerprint classification systems.
- Principles and practices of crime scene photography, photographic equipment, developing and printing methods, materials and techniques.
- Rules and procedures of providing testimony in court.
- Safe work methods and safety regulations pertaining to the work, including traffic control and protective clothing and devices related to the work.

##### **Ability to:**

- Perform a variety of property and evidence collection, processing and analysis functions.
- Operate and maintain various fingerprint identification and other technical and scientific instruments, equipment and supplies.
- Lift, read, classify and identify latent fingerprints.
- Take clear and accurate photographs.
- Understand criminal tendencies.
- Observe accurately and remember names, faces, numbers, incidents and places.

- Maintain the integrity of evidence and chain of custody in accordance with established guidelines.
- Prepare accurate written reports; maintain accurate and legible logs and records.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written directions.
- Operate and maintain assigned vehicles and equipment in a safe and skillful manner. Transport self and equipment to crime scene.
- Work independently.
- Establish and maintain effective working relationships.
- Utilize computer information systems to include digital processing, database inquiry and word-processing.

**EXPERIENCE AND EDUCATION:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to graduation from high school and two years of experience in the classification and identification of latent prints; some experience in evidence collection is required.

Degree from an accredited college or university in Administration of Justice or related field is desired. Successful completion of the Police Officer Standards in Training (POST), California Department of Justice (CAL-DOJ) or Federal Bureau of Investigation (FBI) courses in evidence technology and fingerprint analysis is also desired.

*Desirable Qualifications: 1) Previous paid experience as a latent print examiner and/or field evidence technician 2) Latent Print Certification through the International Association for Identification (IAI) 3) Crime Scene Certification through the International Association for Identification.*

**SPECIAL REQUIREMENTS:**

Possession of an appropriate California Driver's License is required.

**PHYSICAL/MENTAL REQUIREMENTS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate equipment; and reach with hands and arms. May be required to stand for long periods of time in adverse conditions. Specific vision abilities required by this job include the ability to perceive the full range of the color spectrum, close vision, and the ability to adjust focus to read and operate equipment as necessary.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret information and documents; analyze and solve problems; use and apply reasoning and abstract concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work; work under intensive deadlines; work under potentially stressful situations; and interact with staff and others encountered in the course of work.

The employee works under varying environments ranging from typical office conditions with low noise levels to difficult field environments and/or enclosed spaces, and adverse outdoor conditions including inclement weather and loud noise. Additionally, the employee may be exposed to victims and suspects of crimes, bodies of deceased persons to include those associated with traumatic deaths, hazardous and/or volatile chemicals, unpleasant odors, or unhealthy crime scenes. Employee is required to travel within and outside city limits during normal work hours to visit crime scenes or attend meetings.

The employee is required to be on-call for crime scene investigations after normal working hours.

DATE APPROVED: Feb. 11, 2014