

Polk County Sheriff's Office Job Description

2018 Latent Print Examiner I

August 20, 1998, October 9, 2006 Revised March 10, 2008

Position Concept:

The Latent Print Examiner I is responsible for the classification, filing, and searching of fingerprints. The member performs technical and operational duties and tasks specific to the position.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Latent Print Examiner I may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Classify and file fingerprint cards
- Examine fingerprints
- Conduct fingerprinting
- Process unattached hands and fingers
- Process evidence for latent prints
- Conduct photography work
- Complete written reports
- Compile statistical reports
- Attend Pre-trial conferences/depositions
- Testify in court as expert witness

Education, Professional Certification or License:

- High School or GED
- Valid Florida driver's license
- Minimum of 120 hours of formal instruction in fingerprint related topics
- Skills in developing and photographing identifiable latent prints on physical evidence, preparing reports and charted enlargements
- Ability to testify in court as an expert witness in the field of fingerprints
- IAI Latent Print Examiner Certification required or obtain within one (1) year

Professional Experience:

- Minimum of two (2) years experience in classification and filing of inked prints in the Henry System and in processing of evidence

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Tolerate strong odors
- Works around chemicals
- Occasional work with detached human hands and or fingers
- Works various shifts

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Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- Henry system of classification and filing
- *NCIC system of classification
- Latent and inked examination procedures
- Photography
- Fingerprinting techniques
- Basic fingerprinting procedures
- Pattern interpretation
- Computer scanning programs
- Anatomy
- Safety requirements
- Crime scene photography and processing
- Crime scene processing procedures
- Court procedures
- Chart making
- Case legality
- Basic fingerprint science
- Various software

Ability to:

- Read and write English
- Alphabetize
- Operate office equipment
- Operate a motor vehicle
- Operate *AFIS equipment
- Operate computer software

Skills:

- Inked to inked examination
- Technical examinations
- Interpersonal
- Basic mathematical
- Computer
- Keyboarding
- Basic English grammar
- Report writing
- Photography
- Court presentation

Physical Requirements:

- Sit for long periods
- Stand for long periods
- See at normal range or with accommodations
- Hear at normal level or with accommodations
- Speak English understandably
- Manual dexterity
- Ambulate independently
- Bend/squat
- Walk
- Climb
- Sense of smell (normal)
- Recognize colors
- Lift 40 lbs.
- Tolerate strong odors

For additional information on this position refer to the Job Task Analysis.

*NCIC: National Crime Information Center

*AFIS :Automated Fingerprint Information System