



# City of Tempe

## FINGERPRINT TECHNICIAN

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	129	<i>Department:</i>	Police
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Forensic Services Technician+
<i>Safety Sensitive / Drug Screen:</i>	No / Yes*	<i>Physical:</i>	No
Click <a href="#">here</a> for more job classification information including current salary range.			
*Drug screen required when assigned to the Police Department.			

REPORTING RELATIONSHIPS
Receives general supervision from the Forensic Services Supervisor or from other supervisory or management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	One (1) year experience in a law enforcement environment; experience with fingerprint identification, classification, and comparison using the Automated Fingerprint Identification System (AFIS) is preferred.
<i>Education:</i>	High school diploma, GED, or equivalency, supplemented by a certificate of completion from an accredited college/university in the fundamental concepts of fingerprinting, identifying fingerprint pattern types, fingerprint comparisons and/or fingerprint classification.
<i>License / Certification:</i>	Possession of, or required to obtain within six (6) months of hire, an Arizona AFIS Terminal Operator Certificate; level E.
<i>Additional:</i>	Must pass police polygraph and background examination.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City’s stated mission and values. To perform skilled and analytical work in the classification, analyze and comparison of fingerprints using the Automated Fingerprint Identification System (AFIS); maintain and monitor 10-print and palm print fingerprint files for proper entry into the Optical Print & Photo Image Subsystem (OPPIS) database; and represent the department by giving expert testimony in Superior, Federal and City court.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Analyze, classify, search and compare ten-print and latent fingerprints manually and using the AFIS database; maintain manual and electronic 10-print and palm print fingerprint files utilizing the OPPIS database.
- Enter ten-prints and demographics into the AFIS database; analyze, search and compare prints to establish identity of individuals who may have given false information, add FBI Rap sheet information into computer system. Prepare and collect information to assist with writing false information reports.
- Present accurate and professional expert testimony in court pertaining to fingerprint analysis; write clear and concise reports regarding the fingerprint analysis and conclusion; submit reports to Deputy County Attorney; instruct others in a classroom setting regarding fingerprint classification filing and AFIS operations.
- Perform latent case and ten-print purges as directed by court orders and established retention schedules.
- Download, catalogue, and scan images into digital darkroom. Maintain chain of custody logs for flashcards received from police personnel. Process requests for photographs.
- Properly handle, identify and document a variety of firearms for ballistic test firing and entry into the National Integrated Ballistic Information Network (NIBIN) database.
- Compile monthly AFIS/Lights Out statistical data.
- Maintain and troubleshoot the AFIS remote access terminal
- Monitor, troubleshoot, identify and correct all errors that do not conform to the data format for the interchange of fingerprint information. Requires knowledge of and utilizing the National Institute of Standards and Technology (NIST) Editor program.
- Prepare, update and manage AFIS procedures and training manuals.
- Assign latent cases and latent field cards to Evidence Technicians.
- Conduct AFIS entries and searches on ten-prints; review and respond to inquiries from police personnel and other agencies on matters pertaining to the general fingerprint files and all matters of criminal identification.
- Review AFIS ten-print entries for accuracy and completeness to ensure conformance to standards; take fingerprint impressions; assist in preparation of photo line-ups as needed.
- May assist in the retrieval and processing of items of evidence under the direction of an Identification Technician.
- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;

- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective August 1996*  
*Revised November 2001 (range adj due to market)*  
*Revised January 2002 (supervision received/exercised)*  
*Revised December 2009 (some duties added, changes to experience, training)*  
*Revised January 2013 (updated and clarified MQ requirements)*