

**GRADE: 9NE**

**TITLE: LATENT FINGERPRINT EXAMINER**  
**BUREAU: AUXILIARY SERVICES**  
**DIVISION: IDENTIFICATION**

**REPORTS TO: MANAGER, IDENTIFICATION SECTION**  
**SUPERVISES: NONE**

**POSITION SUMMARY:** Perform duties to prepare and identify latent fingerprint evidence of subjects in cases and for testimony in trials presented by prosecution or defense attorneys.

### **FUNCTIONS OF THE JOB:**

#### **Essential Functions:**

- 1) Classifies and compares latent fingerprint evidence to identify and eliminate suspects of crimes. Contacts appropriate authorities once identification is made and prepares lab reports on identifications.
- 2) Evaluates latent fingerprint evidence for possible value.
- 3) Process evidence for possible latent fingerprints using powders or chemicals, then photographs evidence.
- 4) Maintains and protects criminal evidence in personal custody.
- 5) Testifies in court regarding latent fingerprint evidence identifications. Prepares exhibits and charts for court presentations.
- 6) Maintains latent fingerprint evidence files.
- 7) Maintains supplies used in processing crime scenes for the Evidence Technician Unit.
- 8) Uses state and federal Automated Fingerprint Identification Systems.
- 9) Regularly provides identification services to other federal, state and local law enforcement agencies.
- 10) Complies with revisions from time to time after mutual consultation.
- 11) Regular, punctual attendance is required.

#### **Marginal Functions:**

- 1) Lectures and trains on the science of fingerprint technology to the St. Louis Police Academy and other local educational institutions.
- 2) Classifies, searches and compares fingerprints on arrested and potential suspects for identification.
- 3) Performs name and fingerprint identification checks and notifies the appropriate authorities.
- 4) Fingerprints unconscious or deceased subjects to establish identity.
- 5) Fingerprints and photographs subjects in accordance with established procedures (e.g. new employees, juveniles, etc.).
- 6) Performs the duties of fingerprint technicians when necessary.

**Physical/Visual Activities or Demands:** Physical/Visual activities or demands that are commonly associated with the performance of the functions of this job.

- 1.) Sitting, Standing, Walking, Reaching, Feeling, Hearing, Talking, Repetitive use of hands.
- 2) Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus.

- 3) Frequent moving of light (5-20 lbs.) material and/or lifting of light (up to 10 lbs.) evidence.

**Environmental/Atmospheric Conditions:** Environmental and atmospheric conditions commonly associated with the performance of the functions of this job.

Somewhat undesirable working conditions. Exposed to fumes, odors, dust and/or chemicals.

**POSITION QUALIFICATION REQUIREMENTS:**

**Knowledge:** Two years of college or equivalent with intermediate knowledge of computers.

**Experience:** Minimum of two years as Latent Fingerprint Trainee or three years experience in latent fingerprint technology. Complete college or university education is desirable. AFIS Certification is desirable.

**Skills and Abilities** that may be representative but not inclusive of those commonly associated with this position:

- 1) Apply common sense understanding to carry out instructions furnished in written or oral form.
- 2) Ability to process latent fingerprints from criminal evidence.
- 3) Ability to compare and identify/match latent fingerprints.
- 4) Ability to communicate publicly and professionally regarding latent fingerprint evidence and technology.
- 5) Ability to use a variety of computer programs and related equipment.

**Machines, Tools, Equipment and Work Aids** that may be representative but not all inclusive of those commonly associated with this position:

Typewriter, Personal Computer, Computer Terminal and Scanner, Copier, FAX, Fingerprint Magnifier, Polaroid Camera, Computerized Camera, multiple computer programs

**License(s)/Certification(s) Required:** AFIS Certification by Missouri State Highway Patrol within 24 months of date of hire. Work towards IAI Latent Certification.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

All activities, Demands, Conditions and Requirements are linked to Essential Job Functions unless marked with an asterisk that denotes linkage only to marginal function(s).

<b>Original Evaluation</b>	<b>Revised by</b>	<b>Revised by</b>	<b>Revised by</b>	<b>Revised by</b>
DM - 8/97	MG – 03/04			