

**CITY OF GLENDALE**

**TITLE: Police Identification Technician CLASS CODE: 637**

**REPORTS TO: Police Identification Supervisor GRADE: 21**

**DEPARTMENT: Police FLSA: N**

**JOB SPECIFICATION DATE: July 1, 2005 bwg**

**JOB SUMMARY:**

Identifies, collects, examines, interprets, classifies, and preserves evidence from major crime scene investigations and serious traffic accidents.

**ESSENTIAL FUNCTIONS:**

1. Identifies, collects, examines, interprets, classifies, and preserves evidence from crime scenes.
2. Locates, develops and examines latent fingerprints of different suspects.
3. Takes fingerprints for criminal and civil purposes.
4. Classifies, maintains and files fingerprints using the Henry, NCIC, and AFIS systems.
5. Testifies as a latent print expert in court.
6. Collects evidence and takes fingerprints at postmortem examinations; attends autopsies.
7. Photographs major crime scenes and serious accidents.
8. Maintains photo lab; develops prints; provides photographic services including duplicating photographs.
9. Completes crime scene reports and other written police department documentation.
10. Performs technical/chemical tests such as, gunshot, explosive residue, and blood sampling.
11. Conducts shoe track, tire track, and other similar comparisons.
12. Inputs and extracts information from the AFIS system; runs searches/matches on the system.
13. Provides Information to the FBI, AzDPS, and other law enforcement agencies.
14. Gives depositions to attorneys for court purposes; testifies in court as an expert witness.

**SECONDARY FUNCTIONS:**

15. Gives presentations at schools and community groups on identification techniques.
16. Performs various data entry and filing functions.
17. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES:**

### **Knowledge of:**

Classification, comparison, identification, filing and searching of fingerprints.  
Evidence identification methods and equipment, including lasers, photographic and darkroom equipment, and laboratory equipment.  
Safety procedures during evidence gathering.  
Firearms safety and handling  
Laws of evidence and related city, state and federal statutes.

### **Skill in:**

The use of latent fingerprint development and recovery equipment.  
The use of photographic equipment and photo lab materials.  
The use of laboratory equipment.

### **Ability to:**

Take fingerprints suitable for use in the AzAFIS.  
Testify in court as a latent print/fingerprint expert.  
Use computerized data entry and retrieval systems.  
Identify and evaluate evidence.  
Communicate effectively, both orally and in writing; write clear, concise and comprehensive reports.  
Evaluate, prepare and present evidence; testify in court as a latent print expert.  
Establish and maintain effective working relationships with other employees and the general public.  
Instruct others in job related areas.

## **WORKING CONDITIONS:**

Exposure to fumes, lasers and hazardous chemicals used in fingerprint development.  
Heavy lifting and climbing ladders may be required during investigations. Exposure to distraught victims, combative prisoners, and injured and deceased persons, and possibly to infectious diseases. Exposures can be substantially controlled by the use of safety precautions. Exposure to highly stressful situations for long hours at major crime scenes. Work is performed in all weather conditions.

## **MINIMUM QUALIFICATIONS:**

### **TRAINEE:**

High school diploma or GED equivalent, and two years of college coursework in police science, criminalistics or a related field. Black/white and color photography experience preferred. Any equivalent combination of education and experience which provides the required knowledge, skills and abilities is qualifying.

**REGULAR STATUS:**

Associate's Degree in police science, criminalistics or a related field and one year of experience in fingerprinting or evidence collection with a law enforcement agency.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

**SPECIAL REQUIREMENTS:**

Valid Arizona driver's license.

Experience and/or education in classification, comparison and identification of fingerprints.

Obtain Terminal Operator Level A certification within 6 months of hire and must maintain during employment.

Obtain AZAFIS Latent print operator certification within 1 year of hire and must maintain during employment.

Must be available to work rotating shifts with irregular hours, weekends, holidays, on-call basis and availability over the normal duty hours.