

Summary of Duties : Classifies fingerprints; searches fingerprint files for identification purposes; or supervises such work; and does related work.

Distinguishing Features : A Fingerprint Identification Expert is a specialist in classifying and identifying single, multiple, partial and mutilated fingerprint impressions in accordance with the Henry System of Fingerprint Classification, as modified by the Federal Bureau of Investigation and the Los Angeles Police Department. Accuracy is essential, since errors may result in incorrect identification, false arrest, and other serious consequences. The work requires close visual attention to fine detail and may result in eye fatigue and eye strain. The work of a Fingerprint Identification Expert differs from that of a Forensic Print Specialist in that the former primarily involves classifying, searching, and identifying fingerprints in the office, while the latter involves "lifting" or photographing fingerprints, palmprints, footprints, tool marks, or other physical evidence at the scene of a crime.

A Fingerprint Identification Expert may also be assigned to supervise, review, inspect and make the final check on the work of subordinate Fingerprint Identification Experts. An employee at this level also performs the more difficult classification work.

A Principal Fingerprint Identification Expert plans, directs, and coordinates the technical and clerical work of the Identification Unit of the Criminal Records Section on each of three shifts. An employee in this class establishes new or modified fingerprint classifications as required and must be totally familiar with the established rules of fingerprint pattern interpretation. Supervision is received from a Chief Clerk Police and is normally limited to matters of policy.

Employees in the Fingerprint Identification Expert series are subject to subpoena to testify on the identification of persons and may be assigned to any of three shifts.

Examples of Duties : Fingerprint Identification Expert : Classifies fingerprints of prisoners, suspects, wanted persons, applicants for police permits and permits to carry firearms, Police Department employees, exchange prints for various other agencies and dead body prints from the Coroner's Office; searches fingerprint files to establish identification; connects prior arrest and applicant records with prints received; furnishes data for the "make sheet"; files fingerprint cards and other records; rolls fingerprints of applicants and suspects; occasionally takes fingerprints of deceased persons.

Organizes, directs, and evaluates the work of lower level Fingerprint Identification Experts; initiates new work procedures and trains and instructs new employees; performs the more difficult work; classifies

borderline prints and searches references; checks all positive identifications made; dispatches fingerprint data to various offices and agencies concerned; assigns record numbers to prisoners; breaks down classification groups to extended and complete classifications according to approved standards; audits files to locate misfiled prints; maintains records of, and prepares reports on, the volume of fingerprints classified; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Principal Fingerprint Identification Expert : Performs difficult technical fingerprint work and serves as shift supervisor on the morning or night watch or plans, directs, and supervises the work of all three watches while assigned to the day watch; organizes, directs, and evaluates the work of clerical employees and Fingerprint Identification Experts; formulates and directs training programs, and develops new work procedures for employees of the Identification Unit; makes spot checks and reviews fingerprints to maintain accuracy and uniformity in fingerprint classification; expedites the processing of fingerprint records; makes final decisions on questionable fingerprint patterns; answers technical questions on searching, classifying, and filing of fingerprint cards; establishes and institutes changes in classification and filing methods and procedures; acts as liaison with State, Federal and local law enforcement agencies on matters pertaining to fingerprint identification; may be responsible for formulating and initiating programs directly pertaining to the Automated Fingerprint Identification System (AFIS); and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications :

<u>Knowledges</u> :	<u>Fingerprint Identification Expert</u>	<u>Principal Fingerprint Identification Expert</u>
Modifies and extends Henry System of Fingerprint Classification including FBI extensions;	Working	Good
Numerical Coded Fingerprints (NCF);	Working	Good
National Crime Information Center (NCIC) Fingerprint Codes;	Working	Good

<u>Knowledges :</u>	<u>Fingerprint Identification Expert</u>	<u>Principal Fingerprint Identification Expert</u>
Methods used in filing and searching for fingerprints;	Working	Working
Los Angeles Police Department's methods of filing fingerprint cards;		Good
Processing fingerprint and arrest records through Police Department channels and to other agencies;		Good
Laws and regulations related to equal employment opportunity and affirmative action;		Good
Frequently violated sections of the Los Angeles Municipal Codes, and the California Penal and Vehicle Codes;		Working
The abilities and limitations of computer systems to store and retrieve fingerprint data;		Working
City Personnel rules and regulations;		General
Memoranda of Understanding as they apply to subordinate personnel.		General
Automated Fingerprint Identification System (AFIS).		Good

<u>Abilities :</u>	<u>Fingerprint Identification Expert</u>	<u>Principal Fingerprint Identification Expert</u>
Perform exacting and confining work involving intensive use of the eye;	x	x
Exercise patience and tact under stress and get along well with officials and the public;	x	x

<u>Abilities :</u>	<u>Fingerprint Identification Expert</u>	<u>Principal Fingerprint Identification Expert</u>
Interprets Los Angeles Police Department record card and "make sheets" and abstracts of criminal records furnished by the Federal Bureau of Investigation and the State Bureau of Criminal Investigation and Identification;		x
Plan, layout, coordinate, direct, and check the work of subordinates and develop working procedures;		x
Maintain records and prepare reports;		x
Develop and establish new classification methods.		x

Completion of a course accredited by the State of California in fingerprint identification or six months of full-time paid experience in technical fingerprint identification work in the fingerprint bureau of a law enforcement agency is required for Fingerprint Identification Expert.

Two years of full-time paid experience as a Fingerprint Identification Expert with the City of Los Angeles, at least one year of which must be in a supervisory or lead worker capacity is required for Principal Fingerprint Identification Expert.

License : Both Classes : A valid California driver's license may be required.

Physical Requirements : Both Classes : Strength to perform average lifting of up to 15 pounds and occasionally over 25 pounds; arm, hand and finger dexterity with at least one hand involved in activities such as reaching and handling; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.