

**SENIOR FORENSIC PRINT SPECIALIST (2201)**  
**TASK LIST - 2018**

1. Assigns latent print work to a group of Forensic Print Specialists by determining the scope of the work and its priority based on the nature of the tasks, such as routine, day-to-day work assignments, requests for print comparisons, special latent print requests, and field investigations in order to ensure that the work is completed in the most efficient manner.
2. Provides supervision and serves as a technical resource to subordinate latent print personnel by performing activities including: authorizing deviations from written instructions; responding to questions regarding latent print analysis; providing advice regarding court testimony; and handling unusual situations at crime scenes or in any other technical aspect of latent print work in order to ensure the work is performed correctly.
3. Performs the more complex technical aspects of latent print work such as: directing the latent print investigation at major crime scenes; coordinating analytical case work such as data input into AFIS (Automated Fingerprint Identification System) and latent print comparisons as appropriate in order to ensure that the work is performed with the requisite level of technical expertise, and testifying on those cases when required by the court.
4. Performs administrative and technical review of completed case work.
5. Identifies work activities in which subordinates need training and provides training to subordinate personnel by performing activities which may include; developing training programs; conducting training by explaining, demonstrating, and providing written instructions and/or exercises; demonstrating how to apply the information in order to maintain and expand the subordinates' technical competence in the latent print field.
6. Provides information regarding City, Department, and Latent Print Unit policies or procedures.
7. Provides information orally to others including: section supervisors, department management, other agencies' and law enforcement personnel, and/or latent print field personnel regarding latent print procedures and/or techniques.
8. Writes reports such as memos, correspondence, work procedures, summaries related to the section's budgetary items and needs in order to provide information to supervisors, department management, other agencies' and law enforcement personnel regarding latent print procedures, techniques, section activities, and work-related issues.
9. Evaluates subordinates' work performance in activities including: conducting latent print investigations and comparisons; providing court testimony; interactions with other personnel and citizens in order to determine their capability to perform specific assignments, in order to provide direction and training as needed and to document their work performance based on job-related criteria.

10. Resolves employee complaints and grievances by performing activities which may include: discussing source and/or basis for complaint; interviewing parties involved; collecting documentation as warranted, and reporting findings and recommendations orally and/or in writing in order to ensure appropriate actions are taken.
11. Coordinates the testing of new products such as: laser equipment, chemicals, latent print powders, lifting tape, dust masks, gloves, and computer software programs by subordinate personnel for possible use by the Latent Print Unit and reports the test findings to the section supervisor (Principal Forensic Print Specialist) for review and recommendations for a decision to be made on the product's use by print personnel.
12. Performs administrative duties which may include: assisting the Principal Forensic Print Specialist with yearly budget requests; reviewing administrative and investigative reports; reviewing statistical data related to latent print work activities by applying job-related knowledge and background in Police Department operations to ensure that the information contained in these reports is accurate and has been prepared according to department guidelines and directives.
13. Casts impressions on evidence, including preparing the area for the impression, determining the amount of materials needed, preparing and pouring the cast material, and maintaining specific documentation as required for a specific job sufficient to obtain the evidence including its chain of custody
14. Develops, preserves, and collects finger or palm prints from surfaces at a crime scene and uses precision instruments such as a magnifying glass in the performance of tasks.
15. Obtains prints from elevated locations by climbing stairs or ladders as required to gain access to areas of visibility or entry.