



Code: 9226

Family: Legal and Regulatory

Service: Public Safety

Group: Police Service

Series: Police Identification and Laboratory

CLASS TITLE: LATENT FINGERPRINT EXAMINER

CHARACTERISTICS OF THE CLASS

Under supervision, performs entry-level latent fingerprint examination work, making visual comparisons and matching latent prints with inked prints to establish the identity of individuals; and performs related duties as required

ESSENTIAL DUTIES

- Evaluates latent fingerprint impressions or photo negatives of prints to determine their suitability for comparison with inked prints
- Examines impressions to identify whether latent prints are finger or palm prints
- Conducts visual comparisons of latent prints gathered at a crime scene with the inked prints of victims, suspects, and witnesses for possible matching of prints and to eliminate suspects
- Analyzes latent prints to identify fingerprint characteristics using the Henry System of fingerprint classification
- Prepares and references latent prints for entry into the Automated Fingerprint Identification System (AFIS)
- Conducts computerized searches of latent fingerprints against database of inked prints using AFIS
- Conducts searches of master print files to visually compare and match inked prints with latent prints to make positive identifications
- Classifies inked prints based on fingerprint characteristics and files fingerprint cards according to classification into the master files
- Completes and eTrack latent report detailing the results of the completed examinations
- Assists experienced latent fingerprint examiners in classifying and matching latent prints, and preparing related reports
- Assists in preparing court exhibits to provide graphic illustrations of comparisons made in determining positive identification of prints
- Testifies in court as an expert witness on latent print identification findings

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Two (2) years of experience in the classification, searching, and filing of inked fingerprints using the Henry System of fingerprint classification; or an equivalent combination of training, education, and experience

Licensure, Certification, or Other Qualifications

- Valid State of Illinois Driver's License

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Various equipment related to latent print examiner such as AFIS/APIS software, Adobe photoshop, Latent Fingerprint Mapping Software, biometric ID tools, light boxes, ridge counter, magnifying glass, lighted magnifying glasses, loupe

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- classification, searching, and identification of fingerprints using the Henry System of fingerprint classification
- practices, procedures, and techniques involved in the evaluation, comparison, and identification of latent fingerprints
- Automated Fingerprint Identification System (AFIS)
- procedures and processes in collecting latent print evidence from crime scenes
- *reporting and preparing evidence for use in court

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING – Monitor and assess performance of one’s self, other individuals, or organizations to make improvements or take corrective action
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING – Teach others how to do something

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- CONCENTRATE – Concentrate on a task over a period of time without being distracted

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- **COMPARE AND RECOGNIZE DIFFERENCES** – Quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
 - **MAKE SENSE OF INFORMATION** - Quickly make sense of, combine, and organize information into meaningful patterns
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
December, 2021