City of Phoenix
FINGERPRINT TECHNICIAN

JOB CODE 01220

Effective Date: Rev. 04/10

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to classify, search, compare, and verify fingerprints. Work is performed using the Automated Fingerprint Identification System (AFIS) or a manual system. Duties include recording information in various administrative logs, filing and maintaining fingerprint cards, and operating a remote computer terminal for query and data entry. Incumbents routinely provide guidance to Police Records Clerks and may be assigned lead responsibilities in emergencies. Some positions assist Forensic Scientists by entering high quality latent prints obtained from crime scenes into the AFIS system, and marking minutiae points and the core of the print. Work is performed under the general supervision of the Police Records and Identification Bureau Shift Supervisor. Shift, weekend, and holiday work is required.

ESSENTIAL FUNCTIONS:

- Receives and verifies bookings from jail and makes identification by comparing fingerprints;
- Conducts searches through AFIS, other law enforcement databases (i.e., PACE, CAD, ACIC, NCIC, and ACJIS), or a manual file system.
- Process arrest records and Live Scan fingerprints.
- Compares fingerprints for compatibility and verifies the identity of suspects, applicants, or other persons.
- Accurately enters fingerprint cards into AZAFIS.
- Uses a computer for query and data entry;
- Records information in various administrative logs;
- Classifies fingerprints by analyzing and blocking pattern types;
- Receives and verifies bookings from jail and makes identification by comparing fingerprints;
- Edits minutiae points of fingerprints using a computer mouse.
- Communicates with other law enforcement agencies or information centers, such as ACIC/NCIC and NLETS;
- Classifies and files materials, such as fingerprint cards, photographs, and criminal history documents, and releases information to authorized personnel as directed;
- Testifies in court as needed in fingerprint card information.
- Maintains regular and reliable attendance.

- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Methods and policies on using various law enforcement databases (i.e., PACE, CAD, ACIC, NCIC, and ACJIS).
- Federal, State, AZAFIS, department rules and regulations, policies and procedures, and statutes governing security and privacy of record information.
- Modern office practices, procedures, methods and equipment operations.
- Standard fingerprint classification methods, practices, records and equipment in identifying persons.

Ability to:

- Analyze minute similarities and differences of fingerprint images to establish identify of individuals.
- Enter data or information into a computer terminal using a keyboard, mouse, or other input device.
- Work cooperatively with other City employees.
- Remain in a sitting position for extended periods of time.
- Review or check the work products of others to ensure conformance to standards.
- Learn job-related material primarily through oral instruction and observation.
- Enter data or information into a terminal, PC, or other keyboard device.
- Practice workplace and environmental safety.

Additional Requirements:

- This classification requires unrestricted certification through the Arizona Automated Fingerprint Identification System (AZAFIS) Terminal Operator Certification (TOC).
- Appointments to positions in the Police Department are subject to meeting appropriate polygraph and background standards.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

One year of experience performing specialized clerical work involving the receipt, filing, and maintenance of files and records related to criminal justice activities, including six

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months of experience in the classification of fingerprints and the ability to do general typing, plus completion of training in fingerprint identification techniques. Other combinations of experience and education that meet the minimum requirements may be substituted.