COUNTY OF SOLANO
LATENT PRINT EXAMINER I
Effective Date: 04/27/2025

CLASS SUMMARY:

Under close supervision, incumbents learn and develop skills to perform manual friction ridge comparisons and latent print examinations for criminal identification which includes evaluating, comparing, and preserving prints; and entering prints into automated identification systems.

This is a non-sworn classification located in the Sheriff's Office. Positions in the Latent Print Examiner series are flexibly staffed and the level at which appointments are made are at the discretion of the appointing authority.

- Level I is the entry and training level in the series. Incumbents receive detailed instructions and learn to perform routine print identification tasks that are more structured and repetitive than those assigned at Level II. They learn to perform all technical aspects of fingerprint identification and crime scene processing, gradually exercising greater proficiency and independence. As requisite skills and knowledge are developed, incumbents are expected to perform increasingly responsible and difficult assignments. Without further examination, incumbents may advance to Level II after three years as a Latent Print Examiner I in Solano County or obtaining the Latent Print Examiner Certification from the International Association for Identification (IAI).

- Level II is the journey level in the series and the targeted competency and performance level expected of all Latent Print Examiners. Under limited supervision, incumbents are expected to independently perform the full scope of essential functions, which includes a wide variety of difficult, and complex latent print identifications, provide expert witness testimony in court and associated duties.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:
- **Identification Bureau Supervisor**, which is a non-sworn, first-line supervisory class responsible for the daily operations of the Sheriff's Office Identification Bureau as well as for performing the technical and administrative work related to crime scene investigations.
- **Evidence Technician**, which is a non-sworn journey level technical class responsible for collecting and preserving crime scene evidence, performing photographic and manual laboratory work, maintaining the evidentiary chain of custody, and disposing of all evidence.

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by the Identification Bureau Supervisor, or a higher level sworn management position.
- No supervision is exercised over others.

ESSENTIAL DUTIES: This class specification represents the core areas of responsibilities, specific position assignments will vary depending on the needs of the department.

Collects, compares, and identifies latent friction ridge detail evidence found at crime scenes.

Prepares hardcopy and digital latent prints for input into a variety of databases, to include the Automated Fingerprint Identification System (AFIS).

Evaluates the Automated Fingerprint Identification System (AFIS) results, forms conclusions and provides evidence to support findings.

Prepares and maintains field and laboratory notes and technical/analytical reports.

Prepares and maintains confidential case reports, records, and correspondence.

Communicates with federal, state, and local law enforcement agencies.

Responds to phone calls and in-person inquiries from attorneys, the public, and other law enforcement agencies.

Maintains a clean and orderly laboratory and work environment.

Assists Evidence Technicians as needed.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Either:
- **Experience:** One year of experience in a law enforcement agency performing criminal identification duties;

Or:
- **Education:** Completion of 30 semester/45 quarter units from an accredited college or university with 12 semester/18 quarter units in chemistry or biology (with laboratory section), forensic science, criminal justice, evidence technology or another field related to the intent of this class.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess a valid California Driver's License, Class C.

Note: The driver's license must be kept current while employed in this class.

REQUIRED COMPETENCIES:

Knowledge of:

- Automated fingerprint systems; the basic workings of the criminal justice systems; proper techniques of gathering and handling evidence.

- Oral communication techniques including presentations to a wide variety of groups.
- Customer service techniques for dealing with law enforcement representatives.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment.

Ability to:

- Provide attention to detail and engage in critical thinking and analysis.
- Coordinate, organize, and interpret information from diverse sources to draw logical and supportable conclusions.
- Prepare a variety of written communications including narratives, exhibits for use in court, correspondence, emails, files, logs, and other documentation; maintain confidentiality of records and information; and maintain accurate documentation of actions taken.
- Communicate information and ideas in a manner appropriate to professional, legal, and scientific audiences.
- Establish and maintain effective working relationships with representatives of law enforcement agencies and those contacted in the course of work.
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Perform repetitious tasks.

Learn and Develop Skill to:

- Apply laws, regulations, policies, and professional practices governing law enforcement crime scene investigations and associated print and physical evidence collection, and chains-of-custody.
- Utilize scientific methods and techniques of latent print collection, identification, comparison, and verification.
- Distinguish characteristics found in latent prints.
- Employ the tools and techniques used in latent print analyses, comparisons and identifications.
- Evaluate latent prints whether submitted digitally or on a latent lift card, and inked prints for suitability for processing through an automated fingerprint identification system.
- Digitally photograph and develop latent ridge detail with powders, chemicals, and other approved methods.
- Provide effective court testimony.
- Practice safe work methods and protocols in a laboratory setting and at crime scenes, including using safety equipment and handling hazardous chemical and materials.

PHYSICAL REQUIREMENTS:

- Mobility and Dexterity: This class requires employees to perform the following: stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.

- Lifting, Carrying, Pushing and Pulling: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

- Vision: This class requires employees to have close visual acuity, with or without correction, to prepare and analyze latent fingerprint data and figures, take photographs, view a computer terminal, read small print, and so forth. Employees must have the depth perception to operate a motor vehicle and sensitive equipment. Employee must have the visual acuity to make observations of surroundings and to distinguish colors to describe events in an accurate manner and recognize and identify similarities and differences between the shade, degree, or value of colors, shapes, sounds, forms, textures, and physical appearance associated with job-related objects, materials, tasks, and people.

- Hearing/Talking: This class typically requires employees to perceive the nature of sounds at normal speaking levels with or without correction and have the ability to receive detailed information through oral communication. Employees in this class are also required to be able to communicate to express or exchange ideas.

- Other: This class requires employees to have sufficient sense of smell, vision, touch, and hearing to observe environmental and crime scene situations for normal and abnormal occurrences.

WORKING CONDITIONS:

- Crime Scenes: Employees in this class work in office and laboratory settings, and on occasion in the field, at crime scenes. Employees may be exposed to intense noises, fumes, odors, pollens, dust, inadequate lighting; to unpleasant field conditions including rainy, windy, cold, or hot weather; walking on uneven terrain; and to working around vehicles and equipment in operation with moving mechanical parts.

- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.

- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive or confrontational people.

- Working at Heights: Employees in this class may be required to work at heights six feet and more above the ground on equipment and structures.

OTHER REQUIREMENTS:

- Background Checks: The County will conduct a background check and a reference check on candidates prior to appointment including the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.

- Independent Travel: Incumbents are required to travel independently to perform work at crime sites, at other work sites, to attend court proceedings and meetings with other County employees and travel long distances by car or airline.

- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission: 03/12/2025
- Date Adopted by the Board of Supervisors: 04/22/2025
- Date(s) Revised:
- Date(s) Retitled and Previous Titles of the Class:
- Class Code: 412080