**Class Summary**

The responsibilities of this classification include collecting finger and palm prints of inmates using Livescan or inked methods, capturing facial and tattoo photographs, collecting DNA samples, and working with law enforcement to resolve identification issues.

**Distinguishing Characteristics**

This is a single level classification in support of King County’s regional Automated Fingerprint Identification System (AFIS) program. Incumbents primarily work in jail environments with and around inmates who may be hostile, have physical or mental health issues, carry communicable diseases, or be under the influence of drugs or alcohol. The work is typically performed in a jail setting, with some potential for field and laboratory work.

This classification is distinguished from the Tenprint Examiner in that a Tenprint Examiner’s primary responsibility is examining fingerprints to make identifications. It is also distinguished from Processing Technicians, whose primary responsibility is to develop and collect latent fingerprint evidence in the field.

**Examples of Duties**

1. Obtain clear, classifiable, Livescan and inked finger and palm prints; ensure high quality of images for AFIS search and comparison.
2. Capture photographs of inmates, including face and tattoo images, and document descriptive details with accuracy. Provide photos to authorized individuals upon request. Create suspect photo montages/line-ups.
3. Obtain DNA samples using oral swab kit, fill out required demographic data, and package for submission to the state crime lab.
4. Communicate with law enforcement agencies and assist in resolving identity issues.
5. Troubleshoot basic Livescan problems, work with vendor service engineers to resolve issues.
6. May be required to travel to hospitals or medical examiner’s office to take fingerprints of incapacitated or deceased individuals to determine identity.
7. Prepare for and testify in court or formal proceedings about the work performed.
8. May provide educational presentations for citizens’ academies, local schools and tours of the units.
9. Research and make recommendations for procedural changes.
10. May assist with requests to process crime scenes and evidence for latent prints using basic techniques, prepare detailed notes, and transport collected evidence.
11. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of the technology, techniques, and best practices for the capture, classification, examination, and identification of fingerprints (or friction ridge detail)

Knowledge of laws, policies and procedures regarding the use and dissemination of criminal history data

Knowledge of AFIS, Livescan, detention records systems, warrant systems, and computerized criminal history record systems

Skill in maintaining effective communications while in physical contact with inmates in a correctional facility setting, and dealing positively with criminals

Skill in using ink and computer scanning equipment to fingerprint individuals and produce quality photographic images; skill in troubleshooting equipment issues

Knowledge of latent fingerprint processing techniques

Skill in completing work assignments and documenting information with a high degree of accuracy

Skill in maintaining confidentiality and following security procedures

Skill in maintaining professional demeanor at all times, including giving clear, credible and accurate testimony during judicial proceedings

Skill in analytical thinking, problem solving and conflict-resolution

Ability to adhere to safety and sanitation protocols in working with inmates and in caring for equipment and tools

Ability to work rotating shifts including nights, weekends and holidays

Ability to communicate effectively and professionally, in person and in writing, and convey technical issues to non-technical audiences

Ability and willingness to drive various types of county vehicles

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

This is a Civil Service classification. All incumbents must be United States citizens and be able to read and write the English language. Offers of employment are contingent on passing both a thorough background investigation and polygraph examination.

Valid Washington state driver license

Additional licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 3 |
| **Levels within same series** | Identification Technician  Identification Supervisor |
| **Class History** | 11/1996 – Created  2/2003 – Updated  4/2008 – Revised Distinguishing Characteristics  8/2008 – Revised duties and Distinguishing Characteristics  4/2011 – Minor edits  4/2017 – Revised duties |