

City of Fort Worth, Texas

Job Description

Classification Title	Latent Print Examiner		
Job Code:	PS5080	Job Family:	Public Safety
Pay Grade	513	Date Created:	06/26/15
FLSA Status	Nonexempt	Date Revised:	07/29/26

GENERAL SUMMARY

Performs a variety of scientific laboratory analyses on physical evidence to provide scientific consultation; evaluates and examines latent fingerprints and conducts comparisons of impressions developed from a variety of surfaces to known prints; enters latent prints into the Automated Fingerprint Information System (AFIS); interprets test results and forms conclusions; and testifies as an expert witness in court; reviews and participates in more complex and difficult work; assists supervisory staff in various assigned projects.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Performs all essential duties and responsibilities of a Latent Print Technician.
2. Conducts detailed analysis and visual comparisons of friction ridge skin (i.e., latent fingerprints, palm prints, and footprints of varying levels of quality) utilizing valid scientific techniques and digital image processing for the purpose of effecting identification.
3. Encodes, enters and searches unknown fingerprints and/or palm prints into available Automated Fingerprint Identification Systems; compares candidate list to the latent looking for potential "hits".
4. Prepares, reviews and releases written reports of conclusions and test data.
5. Prepares and maintains documentation detailing latent print evidence items as received, examination methods and results.
6. Testifies in legal proceedings as an expert witness.
7. Ensures all examinations and documentation records are in compliance with Laboratory Policies and Procedures and ANAB policies, procedures and guidelines.
8. Compiles and maintains statistics on cases with latent print submissions and processing/comparison requests, quality of prints received/developed and case status.
9. Performs other duties as required.

10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Theoretical and analytical principles of natural, physical and forensic sciences, including organic, inorganic, chemistry, biology and/or other applicable fields and sub-disciplines.
- Mathematic principles and statistics.
- Laboratory testing procedures and methods.
- Proper procedures and safety precautions regarding chemicals, toxins and biological substances.
- Operational characteristics of AFIS.
- Evidence collection and preservation procedures.
- Principles and procedures used to offer expert testimony in court.
- Federal, State and local laws, codes and regulations pertaining to forensic science.
- Policies, procedures, rules and regulations governing a forensic laboratory.
- Operational methods and techniques in the use of forensic laboratory instrumentation.
- Principles and procedures of record keeping.
- Principles of formal writing and basic report preparation.
- Accreditation guidelines and quality management system.

- **Skill in:**

- Analysis and problem solving.
- Interpersonal relations.
- Troubleshooting.
- Computers and applicable software.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Perform a variety of scientific laboratory analyses on physical evidence to provide scientific consultation; perform microscopic examinations.
- Determine proper testing techniques for each item of evidence.
- Utilize biology, chemistry, physics and molecular biology theories.
- Perform chemical and physical analysis and microscopic examinations.
- Encode latent prints into the Automated Fingerprint Identification System.
- Work extensively with chemical and biological hazards in a safe manner.
- Prepare detailed reports on laboratory test results and examinations.
- Testify in court as an expert witness.

- Follow standard operating procedures.
- Analyze evidentiary data and form a defensible opinion or conclusion of observations.
- Establish and maintain effective working relationships.
- Work effectively as part of a team.

MINIMUM JOB REQUIREMENTS

Bachelor's degree with course work in physical science or forensic science and one year of relevant forensic laboratory/ latent print experience

OTHER REQUIREMENTS

Ability to obtain a valid Texas driver's license.

Provide a buccal DNA sample after date of hire.

Ability to comply with all Texas Forensic Science Commission requirements.

Ability to obtain authorization within 1 year from Texas Department of Public Safety to utilize their MBIS (AFIS).

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.