



Charles County Sheriff's Office



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

LATENT PRINT SPECIALIST I

Division: Criminal Investigations
Section: Forensic Science
Pay Grade: 113
FLSA Status: Non-Exempt
Classification: Full-Time
Updated on: August 2021

JOB SUMMARY

This **critical** position examines and identifies latent prints and provides expert testimony in court proceedings. The employee performs work relative to the identification of latent prints within the Forensic Science Section and provides technical guidance to other personnel involving latent print development, collection, and identification activities. The employee receives supervision from, and reports directly to, the **Deputy Director, Forensic Science Section**.

ESSENTIAL JOB FUNCTIONS

- Evaluates latent prints, palm, and foot impressions, developed from crime scenes and submitted to the laboratory to determine if they can be used for the identification of an individual.
- Compares latent fingerprint, palm or footprint impressions to inked prints from files of known suspects.
- Utilizes the Maryland Automated Fingerprint Identification System (MAFIS) and the FBI's AFIS to encode latent prints from crime scenes for comparison/search against the ten print database of known individuals.
- Gathers information, notes, reports, and other documents and provides them to the State's Attorney as needed for the prosecution of cases - as well as testifies in court and at other proceedings as an expert witness in a clear, well-organized, and logical manner to provide confirmation of the identification of individual prints for cases investigated, accurately describing events, objects, and evidence associated with a case.

- Maintains files of inked fingerprints and latent prints; maintain other related records and reports.
- Obtains fingerprints, palm prints, and footprints from victims, suspects, or other citizens.
- Photographs latent and inked finger, palm, and foot impressions.
- Prepares chemicals for latent fingerprint processing.
- Utilizes an electronic casework management system to maintain accurate documentation for all cases investigated.
- Processes evidence for latent fingerprints using various powder and chemical methods.
- Provides instruction to student police officers and in-service training to sworn officers in Inking & Rolling and Latent Fingerprint Development and Recovery at the Southern Maryland Criminal Justice Academy.
- Assists the Forensic Science Technicians with crime scene investigations.
- Assists in fingerprinting subjects for comparison purposes- obtaining exclusionary prints from victims or witnesses; printing decedents at autopsy.
- Participates in community outreach programs such as the Citizen's Police Academy, along with mentoring college interns.
- Actively participates in training and pursues memberships in professional organizations.
- Must pass an annual competency and proficiency test in the latent discipline.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate of Science or Bachelor of Science degree in Criminal Justice, Forensic Science, a Natural Science, or equivalent law enforcement experience. Must have at least five (5) of experience as a ten-print examiner including a minimum of three (3) years of experience in the comparison of latent and inked fingerprints, or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Licenses or Certifications:

Must possess a valid driver's license.

Special Requirements / Qualifications:

- Must pass a comprehensive background investigation.
- Must pass random drug screening.
- Must perform work in accordance with sound safety practices.
- Must report for duty in a regular and punctual manner.
- Must work overtime and work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays, as required.

Knowledge, Skills and Abilities:

- Knowledge of the principles and methods, rules and regulations found in the Standard Operating Procedures (SOP), and other manuals pertinent to the assigned job classification.
- Knowledge of the use of all fingerprint related identification equipment and material.

- Knowledge of the rules of evidence.
- Knowledge in the use of office equipment such as a typewriter, calculator, computer, fax, and copy machines.
- Skill in making effective presentations before large or small groups and testifying in a court of law.
- Skill in the evaluation, comparison, and identification of fingerprints.
- Skill in the use of computers, to include fingerprint identification, and stand-alone PC computers.
- Skill in proofreading reports and detecting errors.
- Ability to document investigations including the recovery of fingerprints and physical evidence.
- Ability to recognize physical evidence, and know its probative value and competently articulate case information.
- Ability to use a fingerprint magnifier and crime scene technician equipment.
- Ability to learn names and locations of roads, buildings, and other landmarks in Charles County.
- Ability to understand oral and written instructions, to speak effectively and articulately, to demonstrate good listening skills, and to convey concern, understanding, and empathy.
- Ability to read and comprehend a variety of legal and non-legal documents, maps, and reference material to properly comply with organizational rules and procedures.
- Ability to read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.
- Ability to communicate effectively and coherently with other Agency personnel and the public, either in person or by telephone, by written report or memorandum, or through the computer network.
- Ability to meet and deal effectively with Agency and government personnel and the general public.
- Ability to arrive at effective decisions for routine situations.
- Ability to utilize a high level of discretion, good judgement, and confidentiality.
- Ability to maintain a high level of accuracy in assigned tasks.
- Ability to organize and determine priorities of diverse assignments.
- Ability to plan, organize, and effectively present ideas and concepts to groups.
- Ability to assimilate information from a variety of resources.
- Ability to analyze, evaluate, and select, often with limited information, the best course of action.
- Ability to write, compose, and develop documents, manuals, and other literature.
- Ability to read and comprehend various documents.
- Ability to maintain composure and work effectively in situations of on the job pressure.
- Ability to comprehend, understand, and adhere to, at all times, Agency policies, procedures, rules and regulations.
- Ability to maintain proper care and maintenance of equipment and facilities designated for use by the Forensic Science Section personnel.
- Ability to function in a structured organization with strict rules of conduct.
- Ability to maintain professional decorum at all times.
- Ability to maintain effective working relationships with coworkers and supervisors.
- Ability to comprehend and retain old and new information, received both orally and in writing.
- Ability to appropriately accept supervision, criticism, and evaluation.
- Ability to exhibit sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.

- Ability to deal tactfully, effectively, and equitably with people, both within and outside the Agency.
- Ability to comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.

PHYSICAL DEMANDS

The work is laboratory based with periods of sitting for prolonged periods of time, frequent interruptions, answering the telephone, and operating computer equipment inputting and retrieving information. Must be able to respond to call-outs for Fingerprint Specialist, when required. Must be able to read computer screens and be able to distinguish colors; climb a step stool or stoop down to reach file drawers just above or below arm level; manipulate keys and keyboards, file drawer latches, and file folders (locating, removing, inserting); safely lift and carry up to 50 pounds; utilize the senses of sight, hearing, smell, and touch.

WORK ENVIRONMENT

Work is performed in a laboratory setting with frequent interruptions. Exposed to all types of environmental conditions with exposure ranging from a courtroom setting to being at a crime scene for a prolonged period of time with temperatures ranging from below freezing to above 100 degrees; blood and body fluids, adhere to Universal Barrier Precautions; unknown chemical and bio-hazard conditions during crime investigations.