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## **Forensic Specialist – Latent Print Examiner**

**Pay Grade 205: \$33,943 - \$54,309**

**Hiring Range: \$33,943 - \$40,731 dependent on education and experience**

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### **Position Summary**

A Latent Print Examiner (LPE) is a forensic specialist with the knowledge, skills and abilities to process evidence for latent prints and perform comparisons of crime scene and evidence latents to known and unknown offenders for identification and elimination purposes.

### **Classification Responsibilities**

A LPE is responsible for the recovery, documentation, receipt, comparison and storage of latent evidence obtained by employees of the Durham Police Department. Latent evidence includes fingerprints, palm prints, footprints, shoeprints and impressions and tire prints or impressions. The LPE will work in the forensic lab to obtain prints from evidence; photograph, and document such evidence to be used for comparison purposes. The LPE will then compare the evidence and/or crime scene prints to known offenders, or submit the prints into the NC AFIS system or the department's local SPEX system. The LPE will monitor all submissions into the two systems and complete the latent comparisons after the submissions are returned. The LPE will provide verification for latent work completed by other latent examiners within the Forensic Unit and will maintain notes, logs and reports of work completed. The LPE will also maintain the two latent computer systems and perform administrative work to include monthly statistics and other reports as necessary. The LPE prepares findings for court presentation and attends and testifies at court proceedings as necessary. The LPE also attends training on a regular basis to keep abreast of current methodologies and provides training to others within the unit and department as necessary. This position will perform other related duties as assigned.

### **Distinguishing Features**

The LPE is a civilian classification assigned to the Forensic Services Unit under the Criminal Investigations Division within the Durham Police Department. Work requires the exercise of initiative and independent judgment in implementing established work methods and procedures. Supervision is received from the Forensic Services Manager who reviews work through reports, meetings, observations of work in progress and overall results achieved. The work may require exposure to dangerous chemicals and biohazardous evidence within a forensic lab environment. A LPE requires a 40 hour work week and is subject to priority call out and court standby unless on approved leave. This position is FLSA non-exempt.

### **Qualifications**

**Education and Experience:** A minimum of an Associate's degree from an accredited school in Forensics, Biology, Chemistry, Criminal Justice or a related field; preference will be given to applicants with a Bachelors Degree from an accredited college/university in one of the listed degree fields with coursework in latent classification and comparison, latent processing, photography and evidence handling, and;

A minimum of one (1) year experience in the work of latent comparison and classification with a law enforcement agency or equivalent.

**Special Requirements:** Must possess a valid NC Class C Driver's License by hire date. Because of the confidential, sensitive nature of work required, successful completion of a background investigation is required. Candidates given a conditional job offer will be required to successfully complete a psychological evaluation, drug test, polygraph and medical examinations.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with management, sworn officers, coworkers, supervisors, court officials, and the public in answering questions, processing evidence, explaining procedures, and handling complaints. Interacts with victims, witnesses and suspects. Instructs and/or trains others regarding latent processing techniques. Testifies in court. Produces written documents including detailed latent comparison reports and court presentations.

**Manual/Physical:** Uses specific lighting techniques to make visible latent physical evidence. Works with chemicals, powders, and body fluids using both normal and specialized, non-routine protective equipment according to prescribed safety standards and regulations. Operates a motor vehicle requiring a standard NC Driver's License to respond to court and other functions. Performs routine maintenance and repairs on lab equipment and stocks supplies for latent work. Distinguishes colors when using chemicals and detecting blood and body fluids. Tests and evaluates new photographic techniques and equipment. Bends, stoops, and climbs when processing and photographing evidence. Uses computer on a regular basis for comparison work and report writing. Ability to lift up to 50 lbs. occasionally and 5-25 lbs. on a regular basis.

**Mental:** Plans, organizes, and prioritizes latent work within the unit. Determines procedures/methodology to be used when identifying, collecting, and processing latent evidence. Learns job-related material in a classroom setting and through on-the-job training regarding the processing and preservation of physical and photographic evidence. Attainment of the IAI Latent Print Examiner certification is required within 18 months of hire.

## **Knowledge and Abilities:**

### *Knowledge of:*

- law enforcement activities and the organization of a Police Department;
- the functions of a police forensic laboratory;
- latent print analysis;
- the laws and procedures of collecting physical evidence;
- photography and latent processing

### *Ability to:*

- schedule and prioritize work on a daily basis;
- confer with and assist peace officers, attorneys, and federal authorities in the investigation and solution of crimes as it relates to latent evidence;
- compile statistical information and other reports;
- assist in the development of more efficient and effective methods and procedures for use in the Forensic Services Unit;
- monitor identification equipment to maintain proper working order, provide maintenance as required;
- observe and recall details;
- perform photographic techniques and methods including the use of a variety of film, lighting, filtration, infrared, and ultraviolet techniques;

- work with powders and chemicals to process evidence for latent fingerprints and subsequent lifting/photographing;
- perform standard techniques for classification, development, transfer, and chemical processing of fingerprints;
- understand and follow the techniques for gathering and preserving physical evidence;
- understand a working knowledge of the rules of evidence and court methods and procedures;
- understand and follow the hazards and safety precautions related to chemicals and equipment used in processing evidence;
- present accurate and professional testimony in court;
- establish and maintain effective working relationships with associates, sworn personnel, supervisors, other identification laboratories or law enforcement agencies, City personnel, court officials and the general public; and,
- qualify to sit for the International Association of Identification Latent Print Examiner Certification test after one year of hire date.

Job listing web site: <http://www.durhamnc.gov/employment/>

***Individuals selected for conditional offers of employment must pass the City of Durham physical examination including drug and alcohol testing. A driver's history check is conducted for applicants applying for jobs requiring a valid North Carolina Driver's License and/or CDL. "This Agency Seeks Diversity in the Workplace".***

***The City of Durham is an Equal Opportunity/Affirmative Action Employer.***