



## FINGERPRINT TECHNICIAN

3786

### GENERAL DESCRIPTION OF CLASS

The FINGERPRINT TECHNICIAN does technical level work related to classifying and identifying fingerprints submitted to the Oregon State Police by various agencies throughout Oregon. Positions establish positive identification in support of the Criminal History Records Repository for the state of Oregon.

### DISTINGUISHING FEATURES

This is a single level classification and not currently part of a series of classes.

### DUTIES AND RESPONSIBILITIES

The duties listed are characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed as well as other related duties.

#### 1. Fingerprint Analysis and Identification

Classify fingerprint cards according to the Henry System, Alphanumeric, NCIC, or modification of these methods required by the Automated Fingerprint Identification System (AFIS). Operate electronic fingerprint input monitor to initiate fingerprint searches and register new records to the master fingerprint file. Enter fingerprint cards into the automated fingerprint identification system. Compare visual and electronic fingerprints. Search newly classified fingerprint cards in an attempt to match with other cards in the master fingerprint card file. Notify requesting agency of results of analysis and identification. Evaluate inked fingerprints on fingerprint cards for quality assurance. Return insufficient fingerprints or make phone contact with submitting agency to suggest appropriate means to correct quality through reprint of subject. Assign fingerprint pattern types to fingerprint cards for entry into the AFIS. Edit fingerprint characteristics including correctly identifying or adjusting axis, cores, and minutia effects of prints. Compare fingerprints of persons with fingerprint arrest or applicant records.

#### 2. Fingerprint Processing

File fingerprint cards in the master fingerprint card file. Maintain the AFIS database and archive systems by updating, upgrading, doing fingerprint substitutions, making deletions, registrations, conversions and consolidations. File and retrieve fingerprint cards from the master file according to state identification (SID) number. Check the Law Enforcement Data System (LEDS) and the National Crime Information Center (NCIC) for warrant, corrections client and persons of interest file entries. Resolve and correct problems due to system integration. Assign and tally SID numbers to all newly established criminal history files. Process deceased fingerprints submitted by various agencies to clear AFIS and Computerized Criminal History (CCH) files and confirm identity for law enforcement notification purposes.

#### 3. Miscellaneous

Sort through tentatively identified and unidentified fingerprint cards for distribution to unit staff and for appropriate AFIS processing. Process fingerprints for persons requesting a copy of their own record. Prepare and mail out fingerprint documents to law enforcement and criminal justice agencies. Give court testimony of positive identifications made to various law enforcement and criminal justice agencies.

**RELATIONSHIPS WITH OTHERS**

The Fingerprint Technician has regular contact with other staff members, the public, and individuals from other jurisdictions by telephone, in writing and in person. Employees do this to obtain and verify information, explain processes, and deliver services. They occasionally contact individuals from the federal government or other organizations to obtain clarification on fingerprints or criminal record information.

**SUPERVISION RECEIVED**

The Fingerprint Technician receives work assignments from a supervisor or manager. The supervisor reviews work on an as-needed basis to provide guidance and ensure conformance of work to agency policy and accepted standards. State statutes, rules, federal laws and regulations provide guidelines regarding law enforcement regulations and operations related to fingerprinting.

**KNOWLEDGE AND SKILLS (KS)****Basic knowledge of:**

Current methods, rules and procedures for classifying and identifying fingerprints.
State and Federal laws related to fingerprinting and record keeping.
Operational procedures for various fingerprint equipment.
Various fingerprint pattern types and the methodologies and techniques used in fingerprint identification.
Techniques of fingerprint science in the determination of pattern types, ridge counting and whorl tracing.
Methods used to sequence and file by alpha and numeric designations.

**Skill to:**

Use tools, materials, and equipment related to fingerprint identification and classification.
Recognize and compare patterns on a fingerprint terminal to classify fingerprints.
Classify complex and illegible fingerprints for entry into the Automated Fingerprint Identification System.
Visually perceive minute differences in fingerprint impressions.
Communication both orally and in writing.
Interpret and communication federal and state laws, regulations, court decisions and statutory proposals.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 10/2005

Revised

STATE OF OREGON  
 Dept. of Administrative Services  
 Human Resource Services Division