DUTY STATEMENT

DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
BUREAU OF CRIMINAL INFORMATION AND ANALYSIS
RECORDS & BIOMETRIC IDENTIFICATION BRANCH
CAL-ID PROGRAM
AUTOMATED LATENT PRINT SECTION

JOB TITLE: Latent Print Analyst (LPA) II

POSITION NUMBER: 420-701-8472-008

INCUMBENT: Vacant

STATEMENT OF DUTIES: The LPA II is the full journey level position in the Latent Print Analyst series, and under general direction from a Latent Print Supervisor (LPS), independently performs a variety of duties including, but not limited to, analyzing, comparing, evaluating and verifying difficult latent finger and palm impressions against known prints; conducting searches through automated databases; preparing and reviewing case documentation and case reports; traveling to court to testify as an expert witness; providing training on Automated Latent Print System operations and techniques to law enforcement agencies; and maintaining cooperative working relationships with all law enforcement agencies. The LPA II will assist in the training of other LPA staff as needed.

SUPERVISION RECEIVED: Reports directly to the LPS.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to move, push and/or pull up to 20 pounds.

TYPICAL WORKING CONDITIONS: At a workstation in an enclosed windowed office within a smoke-free environment. In a remote work environment, in a home office or similar within California. May be required to sit at a computer terminal while performing research and other duties up to eight hours a day. Travel to designated offices may be required.

ESSENTIAL FUNCTIONS:

25% Evaluate, select, analyze, and prepare the most difficult unknown latent impressions developed on evidence from property and person crimes for input into the Cal-ID Automated databases, the Federal Bureau of Investigation (FBI)'s automated database, Western Identification Network database, and other local databases.

25% Make the most difficult friction ridge comparisons and identifications from the results of automated searches or comparisons with known subjects provided by requesting agencies; verify identifications and case results through reexamination; review of case reports for accuracy and completeness.

15% Prepare case documentation (supporting documentation of all examinations performed, the results of these examinations, automated searches conducted, and any correspondence related to the case) such that another competent examiner can determine what was done and interpret the data; enter all relevant information into the ALPS Case Management System (CMS).

10% Prepare written case examination reports; provide results of examinations and supporting documentation of all examinations performed to law enforcement agencies, courts, and district attorneys as requested.

10% Represent the Department of Justice by testifying as an expert witness on the results of automated searches, friction ridge examinations and case results in and out of court. Discuss and provide case results and Statement of Qualifications to a sworn officer who may testify for the LPA II in a preliminary hearing. Advise and assist local law enforcement in latent print examinations.

5% Evaluate unsolved latent match notifications as a result of incoming print records searched against the Unsolved Latent Database; prepare and conduct accuracy verification of the Cal-ID Automated Latent Print System.

5% Provide Peace Officer Standards and Training (POST) certified training on Automated Latent Print Section operations and fingerprint techniques to law enforcement personnel; prepare/update training material and course outline.

5% Provide technical assistance to vendors and assist in the development of user guides for law enforcement agencies; prepare and conduct accuracy and throughput tests on the Cal-ID Automated Latent Print System and provide technical assistance to law enforcement agencies.

I have read and understand the essential functions and typical physical demands required of this job. Please check one of the boxes below regarding a Reasonable Accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands

of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

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Employee's Signature	Date	Supervisor's Signature	Date