

Francis X. Aumand III
Chairman



Ronald P. Hawley
Executive Director

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Fingerprint Technician Classification and Employment Survey

During the 2006 Criminal History Repository Operations Workshop, questions arose regarding the salary and job requirements of fingerprint technicians. Many of the workshop participants from state repositories across the country had found difficulty in locating and maintaining a workforce in this area. Other state representatives were in the process of redefining job classifications and salary levels. As discussions became more lengthy and detailed, SEARCH offered to undertake a more comprehensive approach by sending a survey to all states on this topic.

At the end of December 2006, SEARCH staff sent a request to each state for information on fingerprint technician job descriptions and duties, salary ranges, advancement / employment levels, and other pertinent information. With 23 states responding with fingerprint technician classification and employment information, a collection of data on 88 job classification levels is presented from 25 jurisdictions.

Reported entry-level fingerprint technician starting salaries ranged from \$15,313 / \$17,754 (Montana and Oklahoma) to \$33,587 / \$34,000 (Arizona and Rhode Island).

The collected data is presented within the following tables:

- Table 1** Reported Salaries for Fingerprint Technician Positions
- Table 2** Fingerprint Technician Employment Levels
(Qualifications, Job Descriptions, Duties)
- Table 3** Additional Fingerprint Technician Employment Level Data
(Advancement, Shifts and Other Information)

TABLE 1: REPORTED SALARIES FOR FINGERPRINT TECHNICIAN POSITIONS

STATE	TITLE	COMPENSATION			
		MONTHLY		ANNUALLY	
		LOW	HIGH	LOW	HIGH
Arizona	Fingerprint Technician - Step 1			\$33,587	\$34,365
	Fingerprint Technician - Step 2			\$34,982	\$35,794
	Fingerprint Technician - Step 3			\$36,378	\$37,225
	Fingerprint Technician - Step 4			\$37,774	\$38,655
	Fingerprint Technician - Step 5			\$39,170	\$40,085
	Fingerprint Technician - Step 6			\$40,565	\$41,514
	Fingerprint Technician - Step 7			\$41,961	\$42,944
	Fingerprint Technician - Step 8			\$43,357	\$44,910
	Fingerprint Technician - Step 9			\$44,752	\$46,876
Arkansas	Fingerprint Technician			\$19,554	\$37,426
	AFIS Technician - Level I			\$22,859	
	AFIS Technician - Level IM			\$25,225	
	AFIS Technician - Level II			\$27,590	
	AFIS Technician - Level IIM			\$30,205	
	AFIS Technician - Level III			\$32,819	
	AFIS Technician - Level IIIM			\$38,275	
	AFIS Technician - Level IV			\$43,730	
California	Criminal Identification Specialist I	\$2,782	\$3,311	\$33,384	\$39,732
	Criminal Identification Specialist II	\$3,311	\$3,980	\$39,732	\$47,760
	Criminal Identification Specialist III	\$3,627	\$4,373	\$43,524	\$52,476
Georgia	CCH / Identification Specialist 1			\$23,614	\$41,402
	CCH / Identification Specialist 2			\$25,895	\$45,453
	CCH / Identification Specialist 3			\$31,474	\$55,072
Hawaii	Criminal ID Technician I			\$22,812	\$35,088
	Criminal ID Technician II			\$24,684	\$37,968
	Criminal ID Technician III			\$26,652	\$31,040
	Criminal ID Technician IV			\$30,012	\$46,188
	Criminal ID Supervisor			\$37,968	\$58,452

STATE	TITLE	COMPENSATION			
		MONTHLY		ANNUALLY	
		LOW	HIGH	LOW	HIGH
Idaho	Fingerprint Technician			\$22,963	\$38,292
	Fingerprint Technician Sr.			\$27,102	\$45,156
	Fingerprint Technician Latent			\$28,724	\$47,860
Illinois	Fingerprint Technician Trainee	\$2,076	\$2,786	\$24,912	\$33,432
	Fingerprint Technician	\$2,681	\$3,756	\$32,172	\$45,072
Indiana	Fingerprint Classifier 4	\$1,547	\$2,455	\$18,564	\$29,458
	Fingerprint Classifier 3	\$1,686	\$2,663	\$20,228	\$31,954
	Fingerprint Classifier Supervisor 5	\$1,837	\$2,960	\$22,048	\$35,516
	Fingerprint Classifier Supervisor 4	\$2,022	\$3,231	\$24,258	\$38,766
	Latent Fingerprint Examiner	\$1,837	\$2,960	\$22,048	\$35,516
Iowa	Fingerprint Technician			\$30,909	\$45,677
Kansas	Fingerprint Technician III	\$2,189		\$26,266	
Kentucky	Fingerprint Specialist I	\$1,942	\$2,572	\$23,304	\$30,864
	Fingerprint Specialist II	\$2,136	\$2,829	\$25,632	\$33,948
	Fingerprint Specialist III	\$2,349	\$3,112	\$28,188	\$37,344
Massachusetts	Identification Technician 1	\$2,410	\$3,275	\$28,916	\$39,295
	Identification Technician 2	\$2,950	\$4,162	\$35,400	\$49,946
	Supervising Identification Agent	\$3,641	\$4,995	\$43,686	\$59,936
Minnesota	Fingerprint Technician	\$2,557	\$3,342	\$30,682	\$40,109
Missouri	Fingerprint Technician I	\$1,930	\$2,570	\$23,160	\$30,840
	Fingerprint Technician II			\$25,248	\$34,512
	Fingerprint Technician III			\$25,248	\$34,512
	Fingerprint Technician Supervisor			\$31,500	\$44,472
Montana	Fingerprint Technician - Pay Band 2	\$1,276	\$2,455	\$15,313	\$29,456
	Fingerprint Technician - Pay Band 3	\$1,509	\$3,225	\$18,110	\$38,701
Nebraska	Identification Technician			\$25,668	\$37,176
North Carolina	Fingerprint Technician II	\$2,250	\$3,417	\$27,000	\$41,000
	Fingerprint Technician Shift Supervisor	\$2,417	\$3,583	\$29,000	\$43,000

STATE	TITLE	COMPENSATION			
		MONTHLY		ANNUALLY	
		LOW	HIGH	LOW	HIGH
Ohio	Fingerprint Technician			\$30,992	\$36,795
	Fingerprint Examiner			\$33,134	\$43,201
	Senior Fingerprint Examiner			\$38,833	\$54,828
Oklahoma	Fingerprint Specialist - Level I	\$1,480	\$2,466	\$17,754	\$29,590
	Fingerprint Specialist - Level II	\$1,628	\$2,713	\$19,531	\$32,551
	Fingerprint Specialist - Level III	\$1,790	\$2,984	\$21,484	\$35,806
	Fingerprint Specialist - Level IV	\$1,983	\$3,304	\$23,792	\$39,653
Rhode Island	AFIS Operator			\$34,000	\$40,000
	AFIS Operator Supervisor			\$34,000	\$40,000
Texas	Fingerprint Technician			\$26,401	\$31,345
Washington	Fingerprint Technician 1			\$28,980	\$36,624
	Fingerprint Technician 2			\$31,788	\$40,452
	Fingerprint Lead Technician			\$33,288	\$42,480
	Fingerprint Supervisor			\$36,624	\$46,896
Wisconsin	Identification Tech. Entry/Developmental	\$1,912	\$2,933	\$22,950	\$35,194
	Identification Technician Objective	\$2,290	\$3,435	\$27,477	\$41,215
	Identification Technician Senior	\$2,478	\$3,717	\$29,731	\$44,598
	Identification Technician Advanced	\$2,681	\$4,021	\$32,172	\$48,257

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
AZ	Fingerprint Technician (Step 1)	Entry Level: Graduation from a FBI Fingerprint Classification School or course work in the area of fingerprint identification, criminalistics and evidence technology or one year of experience working in a law enforcement agency's criminal records, information or ID section. Must obtain ACJIS and AZAFIS TOC within 6 mo. of hire, and maintain both certifications. May be required to testify at legal hearings and/or in court proceedings.	Responsible for a variety of fingerprint duties, including the acquisition, classification, searching, comparison, identification and filing of fingerprints, either manually or via Arizona AFIS processes; takes fingerprint impressions. Performs related duties as assigned. This is a competitive classification.	Acquisitions essential demographic information, blocking and fingerprint images into AZAFIS to establish or update an Arizona and/or FBI record. Compares fingerprint data to determine positive identification, using fingerprint magnifier, AZAFIS full function scanner workstation, verification station and fingerprint cards. Provides technical assistance and instruction to the Criminal Justice and non-Criminal Justice public regarding fingerprint techniques. Performs routine AZAFIS and manual file maintenance. Releases information to and obtains information from authorized DPS personnel and other agencies. Validates information entered into AZAFIS; researches and corrects data entry errors in order to safeguard the quality and integrity of the AZAFIS, ACCH and FBI databases. Classifies fingerprints by analyzing and blocking pattern types. Fingerprints suspects and applicants for the purpose of establishing or verifying identity. Maintains current knowledge of federal, state, AZAFIS, Dept rules and regulations, policies and procedures, and statutes governing security and privacy, in order to process and manage information accurately and appropriately.
	Fingerprint Technician (Step 2)			
	Fingerprint Technician (Step 3)			
	Fingerprint Technician (Step 4)			
	Fingerprint Technician (Step 5)			
	Fingerprint Technician (Step 6)			
	Fingerprint Technician (Step 7)			
	Fingerprint Technician (Step 8)			
	Fingerprint Technician (Step 9)			
AR	Fingerprint Technician	Equivalent of a high school diploma plus one year of experience in record systems maintenance. Fingerprint concepts and terminology, equipment functions and terminology. Exposure to the field of fingerprints. Basic computer skills. Able to work under minimal supervision. Flexibility to deal with changing work environment and problem solve with issues related to fingerprints and identification.	The Fingerprint Technician works under general supervision and is responsible for taking, classifying, verifying, or identifying fingerprints and maintaining files. This position is governed by state and federal law and agency policy.	Takes fingerprints of individuals, records individual identifying information on card, and files by type. Enters data into computer as appropriate. Identifies and classifies fingerprints by searching files or classifying prints by numerical value and requesting identification through NCIC and returns illegible fingerprint cards to requestor. Maintains state and criminal fingerprint files and researches files for identification or verification as requested by various criminal justice agencies and employers. Removes and destroy files upon receipt of court order to expunge record and notifies court of actions taken. Enters and retrieves fingerprint information from computer and transmits messages via computer to law enforcement agencies. Performs related responsibilities as required or assigned.
	AFIS Technician I	All requirements of the Fingerprint Technician plus total of two years experience as a fingerprint technician or equivalent experience in a criminal history related field. Successful completion of the 40-hour fingerprint training class administered by the Arkansas Crime Lab.		
	AFIS Technician IM			
	AFIS Technician II			
	AFIS Technician IIM			
	AFIS Technician III			
AFIS Technician IIIM				
AFIS Technician IV				

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
CA	Criminal Identification Specialist I	Able to lift material weighing up to 30 pounds and push wheeled carts weighing up to 300 pounds.	Responsible for the processing of fingerprints electronically submitted to the Bureau of Criminal Identification and Information (BCII) Networked AFIS, Global Transaction Controller (GTC) by client agencies; initial visual quality assessment (VQA) including fingerprint image clarity, sharpness, legibility and proper placement and sequence; editing image core and axis placements. Maintains production standards and is accountable for technical errors. Also assists in training new employees and client agency personnel.	
	Criminal Identification Specialist II		Responsible for the comparison and verification of incoming fingerprint documents with existing Bureau records and the more technical input and update functions to AFIS. Positive verification of a subject's identity is accomplished through AFIS 21, the Global Transactions Controller (GTC) and visually examining manual folder/file fingerprint impressions and associated documents. The CIS II will also access various automated systems including the Automated Criminal History System, Automated Archive System, Cal-Photo, Criminal Processor and the Document Image File. Responsible for timely and accurate verifications and is accountable for charged technical errors as well as meeting production standards. Duties may also include error resolution on the GTC, answering inquiries regarding Live Scan transactions from law enforcement agencies and applicant regulatory agencies and the identification of John/Jane Doe's submitted by the County Coroner.	
	Criminal Identification Specialist III			

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
GA	CCH / Identification Specialist 1	Minimum: High school graduate or equivalent and one year full time work experience demonstrating competencies to read and understand operations and policy manuals; perform basic data entry tasks with accuracy, develop and maintain technical competence in evaluating and processing data and fingerprint patterns, and ability to recall information previously presented or learned and apply to like situations. Preferred: College degree or course work; fingerprint classification and/or identification skills; and/or one year experience in criminal justice environment.	Under direct supervision, performs work of routine to moderate difficulty with regards to Computerized Criminal History (CCH), Automated Fingerprint Identification System (AFIS), and Image Archive (IA) functions for both adult and juvenile criminal records and applicant criminal history background checks.	Performs data entry of identification and arrest information from criminal history source documents and applicant fingerprint cards utilizing the AFIS TNET system. Performs Visual Verification (VV) and Visual Quality Assurance (VQA) of fingerprints on criminal and applicant cards which may be either routine, complex, or illegible and may be submitted manually (rolled, inked prints) or electronically. Performs all functions associated with applicant fingerprint background checks outside of data entry and identification. Performs all other routine AFIS/CCH/IA processing functions. Processes record inspections/requests for a copy of individual's record. Maintain a consistent, high quality, customer-focused orientation when conducting business and providing services to clients, the general public and other external customers. Interacts with all levels of state government in a way that promotes respect, encourages cooperation and contributes to excellent performance.
	CCH / Identification Specialist 2	Minimum: Two years experience as CCH/Ident Specialist 1 or equivalent and must meet all internal certification requirements established for CCH/Ident Specialist 2 regarding criminal history and fingerprint identification functions. Preferred: Demonstrated competencies needed to project a professional image; to train others; to evaluate situations in order to select the correct option; to know the organizational structure of the Georgia Bureau Of Investigation (GBI) and Georgia Crime Information Center (GCIC); to apply skills in the classification and identification of poor quality, illegible, or partial fingerprints; and ability to work in or lead others in a team environment.	Under general direction, performs work of considerable difficulty with regards to Computerized Criminal History (CCH), AFIS, and Image Archive (IA) functions for both adult and juvenile criminal records and applicant criminal history background checks.	Directs, approves and completes changes to AFIS/CCH/IA records on a priority basis as requested by GBI staff, local criminal justice agencies and other appropriate individuals. Reviews and processes CCH update transactions via AFIS TNET for all criminal adult and juvenile transactions to ensure continued validity and quality of information. Serves as liaison to FBI IAFIS and Criminal History/Identification Services. Processing of electronic and manual submissions of final disposition reports from courts, prosecutors and probation offices. Performs all other AFIS/CCH/IA exceptional processing functions and requests requiring special or confidential handling. Supports the statewide AFIS, CCH and IA systems, providing guidance and technical direction to criminal justice agencies and the public. Performs all daily operational and routine functions of CCH/Ident Specialist 1. Maintains a consistent, high quality, customer-focused orientation when conducting business and providing services to clients, the general public and other external customers. Interacts with all levels of state government in a way that promotes respect, encourages cooperation and contributes to excellent performance.
	CCH / Identification Specialist 3	Minimum: Two years experience as CCH/Ident Specialist 2 or equivalent; possess expert knowledge and complete understanding of CCH/Ident Services Program; demonstrate competencies in oral and written communications, research/analysis, and project management; demonstrated ability to provide customer service and technical assistance.	Under minimal direction, plans, develops, directs and coordinates projects associated with State Computerized Criminal History (CCH) repository, Automated Fingerprint Identification System (AFIS), and Image Archive (IA) system.	Plans, guides and coordinates special projects, research and/or program activities. Plans, develops and/or modifies department policy and procedures. Analyzes and evaluates programs / processes to ensure efficient operations and availability of systems and data to all customers. Provides technical and operational assistance to junior staff and users. Evaluates performance and program practices of staff for quality assurance. Evaluates, designs, implements and conducts training programs for staff and users as needed. Works with other local, state and federal departments, counterparts within the department and/or vendors to maintain program linkages that require coordination of operations to achieve effective resource / service delivery. Serves as lead worker in processing of all CCH, fingerprint identification and criminal history background check functions. Performs all daily operational and routine functions of CCH/Ident Specialist 2. Maintain a consistent, high quality, customer-focused orientation. Interacts with all levels of state government.

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
HI	Criminal ID Technician I	<p>Knowledge of office practices and procedures with 2 years clerical experience; Ability to compare names and numbers; input alphanumeric data; learn to identify fingerprint patterns, indicate core markings and compare fingerprints; input data and verify fingerprints in AFIS; learn Hawaii criminal justice information system procedures; become familiar with functions/activities of criminal justice agencies and their relationship with Criminal Identification Section processes; understand pertinent laws, policies and procedures; assist in the consolidation, filing and retrieval of criminal history/arrest records; read and understand detailed manuals, instructions and other similar material; and follow oral and written instructions.</p>	<p>Clerical Experience: Work experience which involved the performance of a variety of clerical tasks which demonstrated familiarity with common office procedures and equipment; knowledge of English grammar and spelling; the ability to read and understand detailed manuals, instructions and other similar material; carry out procedures in clerical work systems, compare words and numbers quickly and accurately; perform basic arithmetic operations. Fingerprint Classification Experience: Progressively responsible work experience which involved identifying fingerprint patterns and references; comparing fingerprints; classifying, searching and filing fingerprints according to the Henry System; and criminal history record keeping. At least one year of experience must have been comparable to the next lower level in the State service.</p>	
	Criminal ID Technician II	<p>2 years clerical experience and 1 year fingerprint classification experience. Knowledge of fingerprint patterns and references; fingerprint characteristics and fingerprint comparison methods and practices; criminal history record keeping; and functions/activities of criminal justice agencies and their processes in relation to the Criminal ID Section. Ability to learn fingerprint classification, search and filing methods and practices using the Henry System of fingerprint classification; and independently consolidate/file criminal history records/arrest charge documents.</p>		
	Criminal ID Technician III	<p>2 years clerical experience and 2 years fingerprint classification experience. Fingerprint classification, search and filing methods and practices using the Henry System of fingerprint classification; and familiarity with FBI fingerprint filing extensions. Independently classify, compare, search and file fingerprint records; verify the accuracy of fingerprint classification and comparison work of others; express facts clearly, orally and in writing; and learn latent fingerprint examination methods and techniques.</p>		

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
	Criminal ID Technician IV	2 years clerical experience and 3 years fingerprint classification experience. Latent fingerprint examination methods and techniques, practices and procedures relating to the handling of latent fingerprints for criminal identification purposes; and AFIS processes, capabilities and requirements. Independently classify, search, compare and file tenprint and latent fingerprint records; verify the fingerprint classification work of others; testify in court as a tenprint and latent fingerprint expert; express facts clearly, orally and in writing; and give and follow oral and written instructions.		
	Criminal ID Supervisor	Knowledge of Henry classification system and familiarity with FBI extensions; fingerprint classification, search and filing methods and practices; tenprint and latent fingerprint examination methods and practices; courtroom proceedings required to present testimony in court; laws relating to criminal records; AFIS processes, capabilities and requirements; criminal justice information system procedures; criminal justice agencies and their relationship with the Criminal Identification Section's responsibilities and processes; practices and procedures relating to the handling of latent fingerprints for criminal identification purposes; criminal history record keeping practices; report writing; budget preparation; and principles and practices of supervision. Ability to supervise and coordinate the work of the Criminal Identification Section; recommend and draft written policies and procedures; monitor and ensure continued operation of AFIS; prepare operating budget requests; organize and conduct training in fingerprint classification and comparison; serve as a tenprint and latent fingerprint expert in a courtroom; compile and analyze statistical data and recognize operational problems; prepare written reports and legislative bills; and maintain effective working relationships with others.	Supervises a staff of criminal identification fingerprint technicians. Responsible for the day-to-day management and operation of the statewide AFIS and for supervising the activities of the Criminal Identification Section of the Hawaii Criminal Justice Data Center (HCJDC). The work involves coordinating the use of the AFIS system and equipment with county police departments; recommending criminal identification (including AFIS) policies and procedures; monitoring and evaluating criminal identification/AFIS activities; supervising the Criminal Identification Section; providing technical assistance to local and out-of-state agencies; and serving as a tenprint and latent fingerprint expert.	Oversees and monitors the daily activities of the AFIS system; reviews system status reports and monitors computer utilization and system queuing and resolves equipment failures. Maintains daily contact with and provides assistance to agencies that have access to the AFIS system via remote workstations. Serves as the key contact with the AFIS vendor project manager and on-site AFIS technician. Identifies and addresses all AFIS problem areas and provides the HCJDC Administrator, AFIS on-site field engineer and other involved agencies with complete details. Monitors and reports on corrective actions. Participates in coordinating the use of the AFIS with law enforcement agencies. Reviews user agencies' requests to add AFIS equipment (workstations); conducts on-site field visits with the AFIS technician; analyzes AFIS reports to assess user agencies' activities/usage of AFIS; and recommends distribution of equipment to maximize use. Recommends and prepares written policies and procedures. Compiles data and analyzes reports on the usage of AFIS system; and makes recommendations and prepares reports. Forecasts future storage and matching requirements, prepares documents, and evaluates vendor bids. Supervises a staff of criminal identification technicians. Recommends and prepares an operating budget for the Criminal Identification Section and the AFIS system. Prepares documentation on present and future budgetary and staffing requirements. Coordinates requests for technical assistance. Composes and reviews correspondence in response to inquiries from local and out-of-state criminal justice agencies. Conducts training for all AFIS users in technical fingerprint classification and comparison methods and practices and AFIS operation. Establishes criteria and a program for certification as a competent fingerprint technician. Provides testimony in court. Maintenance and management of the statewide "Unsolved Latent" database. Prepares written reports, legislative bills, etc. Ensures that arrest fingerprint cards, custody fingerprint cards and other documents/information from contributing agencies are submitted and processed and are within the guidelines of federal and State laws.

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
ID	Fingerprint Technician	Modern methods, rules, and procedures used in classification and identification of fingerprints in the Henry and NCIC systems; filing systems and records used in criminal identification. Classifying and identifying fingerprints using current scientific methods and equipment; gathering, compiling, and analyzing information from fingerprint file searches; maintaining fingerprint files and related systems; typing forms and form letters.	To provide file search and technical fingerprint analysis, classification, identification, and processing for state and local criminal justice agencies; perform related work.	Receives fingerprint cards from criminal justice agencies and classifies prints according to detailed and precise systematic analysis using the Henry and NCIC systems; searches and compares prints on file for matching purposes with unidentified prints; notifies requesting agencies of results of analysis and identification; employs established methods and procedures during analysis and identification of prints to ensure precision and accuracy are maintained and evidence is preserved; annotates and returns prints or impressions that are incomplete or unreadable; refers difficult problems regarding analysis and identification to supervisor; takes rolled and plain fingerprint impressions; answers questions regarding fingerprint files and procedures involved; operates a photo camera; may receive latent print impressions that require chemical processing prior to analysis; may testify in court regarding fingerprint matches. Assigns SID numbers; types cards, forms, and form letters; files fingerprints by Henry System; maintains files; adds court disposition information to fingerprint cards; may use computer data terminal for searches.
	Fingerprint Technician Sr.	Criminal justice processes involving the legal rights of citizens concerning arrest and disposition of records. Some supervisory practices. Classifying and identifying fingerprints at a level equivalent to a Fingerprint Technician; operating various fingerprint equipment; interpreting and applying federal and state laws and regulations, court decisions, and statutory proposals as they apply to fingerprint identification and the storage and release of confidential criminal history information.	To perform quality control and audit review, and provide technical direction; provide file search and technical fingerprint analysis and identification; perform related work.	Performs quality control procedures and safeguards against missing identifications; checks fingerprint interpretations and classification formulas and verifies positive identifications; maintains file integrity by monitoring file growth and advises management when problems arise; helps train law enforcement personnel and other users to use bureau services and the Western Identification Network's AFIS. Analysis and identification. Typical duties: classifies, searches, compares, and identifies difficult fingerprints utilizing complex fingerprint classification formulas; notifies requesting agencies of results of analysis and identification; annotates or returns prints or impressions that are incomplete or unreadable; operates fingerprint equipment to classify fingerprints; digitize, store, and retrieve fingerprint minutiae; determines storage and release of confidential information; operates AFIS scanner; testifies in court. Works with criminal justice community, private sector, and government officials in communicating fingerprint information; instructs user agencies in various aspects of manual and automated records management; types cards, forms, and form letters; uses computer terminal for data searches.

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
	Fingerprint Technician Latent	Knowledge of criminal justice processes involving the legal rights of citizens concerning arrest and disposition of records; criminal records and AFIS system. Science of fingerprint identification and comparison. Comparing and classifying fingerprint data, making fingerprint identifications, and processing latent prints (generally obtained through 3-5 years of fingerprint experience and successful completion of a latent print identification apprenticeship program); interpreting and applying federal and state laws and regulations, court decisions, and statutory proposals as they apply to fingerprint identification and the storage and release of confidential criminal history information; training and evaluating the work of other fingerprint technicians.	To perform advance latent fingerprint identification and evaluation; provide technical training of AFIS; administer latent fingerprint identification apprentice program; manage the Idaho portion of the multi-state AFIS latent database; perform related work.	Perform complex and precise identification process of all lifted latent fingerprints and photographs of lifted latent prints to determine AFIS search and entry value (AFIS is a comprehensive, fully-integrated computer based system used for capture and input of fingerprint print images for comparisons to assist in the identification of criminals and to solve crimes); assign AFIS case numbers to each latent print for chain of custody tracking purposes; process through AFIS using expert knowledge to identify and use digital software to clean and enhance images; perform side-by-side comparisons; prepare reports concerning results of analysis and examinations; maintain the quality of the Idaho latent fingerprint database. May present testimony in court concerning chain of custody, techniques used and results obtained. Training Programs: Train law enforcement agency personnel in the operation of AFIS; develop and present identification training for fingerprint technicians and administer knowledge based testing; administer the latent fingerprint technician apprentice program; maintain training documentation and records. Data Management: Serve as custodian for the master criminal fingerprint files of the state criminal history repository, resolve and correct issues to insure integrity. Maintain and monitor the quality of the ISP Confidential Informant database; research and enter fingerprints; inform detectives of any "hits"; prepare reports.
IL	Fingerprint Technician Trainee	Knowledge, skill and mental development equivalent to completion of four years high school. Interest in fingerprint classification and related activities. Follow oral and written instructions, gain and maintain productive working relationships, listen to classroom lectures, observe visual aids and visually compare fingerprints.	Under immediate supervision, for a period of six to twelve months, participates in an agency sponsored training program; receives work assignments of increasing complexity and difficulty to develop knowledge, understanding and technical skills necessary to function as a working Fingerprint Technician; receives formalized classroom training.	Actively listens to classroom lectures, observes references relative to recognition and explanation. Receives training in the identification and utilization of Henry System and AFIS. Receives training to search and identify fingerprints file utilizing manual processing methods; sequence, pull, and fingerprint file; utilization of AFIS equipment, AFIS database maintenance procedures. Performs other duties as required or assigned scope of the duties enumerated above.
	Fingerprint Technician	Knowledge, skill and mental development equivalent to completion of four years of high school. Successful completion of an agency approved training program or one year of experience in the classification and identification of fingerprints. Modern methods and procedures used in fingerprint classification, identification, and recordkeeping. Ability to gain and maintain productive working relationships and knowledge of the Henry System, and NCIC and AFIS classification techniques.	Performs functions related to the automated and manual processing of submissions through the Illinois State Police. 35%: Fingerprint card submissions through AFIS. Compares manual and electronic images, edits and performs technician review. Processes records which cannot be automatically identified by AFIS. 30%: Master file maintenance, sorts and files master fingerprint cards, corrects data and establishes NCIC classification patterns. 20%: Manual prep work of card submissions for AFIS processing. Initiates AFIS process of cards including scanning and formatting. 10%: Utilizes CHRI computer terminal to route fingerprint card submissions. Processes cards submitted via livescan and contact agencies for resubmissions. 5%: Other duties as required or assigned.	Sets core and axis of fingerprint images; compares fingerprint images for making identification and verification of identification. Classifies fingerprints; searches existing database and master fingerprint files. Sorts and refiles master fingerprint cards; performs duties related to automated or manual processing of fingerprint submissions. Utilizes fingerprint reader, verification on-line terminal, fingerprint input monitor, CCH terminals and other AFIS equipment. Checks work of fingerprint unit trainees; assists with pattern interpretations; provides explanation of difficult or unusual pattern types. On an as needed basis, views matching subsystem (M-Sub) on-line monitor to detect a limited number of potential AFIS processing problem conditions; enters a limited number of AFIS matching subsystem commands to suspend processing when specific problem conditions exist. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
IN	Fingerprint Classifier 4	High school graduate or possess an equivalent GED certificate. Receive a passing grade at the Basic Fingerprint School during the first year of employment or have worked one year as a classifier for another agency. Passing grade on Fingerprint Test given by Classifier Supervisor. Successfully complete six months to a year training program, and maintain confidentiality.	Learn to classify, search and identify known criminal and applicant fingerprints submitted by State, Local and National Law Enforcement Agencies, using both the Henry and Automated Systems in order to build and maintain a criminal history repository.	Learn to classify, search and identify fingerprints using both the Henry Fingerprint and Automated methods. Learn to process all applicant and LCH fingerprint cards. Learn to identify court dispositions. Complete daily work reports. Learn to locate previous records by name and date of birth, using both manual and automated methods. Learn to classify and compare new fingerprints with the fingerprints on file to assure the subject is the same. Retrieve, identify and prepare SID's. Learn to take acceptable fingerprint impressions when required. Perform other related work as directed.
	Fingerprint Classifier 3	High school graduate or equivalent GED. Successfully completed six months to a year training period. Ability to become a certified Fingerprint instructor. Must have passed the Basic Fingerprint School during the first year of employment or have worked one year as a classifier for another agency. Ability to travel about the State for the purpose of printing or instructing.	To classify, search and identify known criminal and applicant fingerprints submitted by State, Local and National Law Enforcement Agencies, using both the Henry and Automated Systems in order to build and maintain a criminal history repository.	Classify, search and identify fingerprints using both the Henry Fingerprint and Automated methods. Process all applicant and LCH fingerprint cards. Identify court dispositions. Complete daily work reports. Attempt to locate previous records by name and date of birth, using both manual and automated methods. Classify, compare new fingerprints with the fingerprints on file to assure the subject is the same. Retrieve, identify and prepare SID's. Take acceptable fingerprint impressions when required. Perform other related work as directed.
	Fingerprint Classifier Supervisor 5	High school graduate or equivalent GED. At least two years experience as a Fingerprint Classifier. Ability to become a Certified Fingerprint instructor. Can make decisions, exercise sound judgment and delegate work flow, interpret and apply rules, regulations and guidelines. Learn the process of latent examinations and successfully complete the Latent Fingerprint school.	Supervise subordinates in the process of classifying, searching and identify fingerprints.	Supervise and evaluate the Identification Section Personnel night shift. Train Fingerprint Classifier Trainees in the techniques of fingerprint classing when required. Keep accurate and up-to-date statistics on all incoming and processed criminal and applicant mail. Prepare Activity and Progress Reports. Monitor and evaluate job performances of assigned individuals on a daily basis. Open, count and distribute mail, keeping accurate records to prepare daily, monthly and yearly reports. Write evaluations for assigned individuals on job performance when necessary. Write and implement work procedures. Keep daily, monthly and yearly activity reports on each assigned individual. Conduct latent and habitual examinations and testify in court. Arrange schedules and follow up on work flow. Train new fingerprint classifiers on the techniques of fingerprints, as well as the CCR System and of AFIS. Assist and/or fill in for day Classifier Supervisor and Administrative Analyst IV. Reset and rebooting of the AFIS equipment. Perform related work as directed. Fingerprint general public upon request.
	Fingerprint Classifier Supervisor 4	High school graduate or equivalent GED. Make decisions, exercise sound judgment and delegate work flow. Interpret and apply rules, regulations and guidelines. Thorough knowledge of all aspects of fingerprint work, Printrak Automated system, all Central Records operation. Completed Basic Fingerprint and Advanced Latent Schools. At least five years experience as a Latent Examiner and court testimony experience.	Supervise, train and evaluate Identification Section Personnel (including Fingerprint Supervisor V, Fingerprint Latent Examiners and Fingerprint Classifier).	Supervise, train and evaluate Identification Section Personnel. Keep statistics for and prepare required reports. Receive and assign latent and habitual examinations. Coordinate and oversee work flow among shifts and sections (Ident, Clerk and Data Section). In-house training and testing. Fill in for and/or assist the Program Coordinator III. Maintain accurate records and filing systems. Process expungement petitions and orders. Conduct latent and habitual examinations and testify in court when necessary. Write and implement work procedures, arrange work schedules and monitor work flow. Keep daily, monthly and yearly reports on each employee. Provide training on fingerprint techniques as well as CCR and Automated Fingerprint System. Open and distribute daily District and inter-office mail as well as perform related work as directed. Assist and/or fill in for LCH Clerk. Review classifying and AFIS entry errors. Counsel individuals on job performance as necessary.

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
	Latent Fingerprint Examiner	High school graduate or equivalent GED. Completed the Basic Fingerprint School and the Advanced Latent Fingerprint School within six months. Must have three years experience as a Fingerprint Classifier.	To examine and compare latent and habitual evidence for State, Local and other Law Enforcement Agencies.	Conduct accurate latent and habitual examinations using manual and automated methods. Preparation of clear and precise reports. Travel statewide and testify in court on latent and habitual examinations. Accurately convey knowledge and results to general public and other professionals. Accurate automated entry and verification of latent and inked fingerprints. Receive and assign evidence and maintain chain of custody. Assist with training of Fingerprint Classifiers and Latent Examiners including the use of the Automated System. Assist with fingerprint instructions at Indiana Law Enforcement Academy. Perform related work as directed.
IA	Fingerprint Technician	Completion of a fingerprint identification course from an accredited college or university, or a course approved by the Iowa Law Enforcement Academy, the Federal Bureau of Investigation, or the Iowa Division of Criminal Investigation.		Knowledge of Henry and NCIC fingerprint classifications, computer operations, techniques and procedures of taking rolled fingerprint impressions. Classify, file, and search for fingerprints in the master fingerprint file. Enter and edit fingerprints into AFIS. Compare like characteristics of inked fingerprint impressions to determine whether or not they were made by the same individual. Testify regarding fingerprint comparisons during grand jury and preliminary hearing proceedings. Provide the FBI with necessary information. Maintain composure while under cross-examination in a court of law. Train new employees. Testify in court. Displays high standards of ethical conduct. Refrains from theft-related, dishonest or unethical behavior. Works and communicates with internal and external clients and customers. Committed to quality service. Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail. Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors. Aligns behavior with the needs, priorities and goals of the organization. Encourages and facilitates cooperation, pride, trust, and group identity.
KS	Fingerprint Technician III	High School diploma or equivalent two years experience in laboratory procedures / analysis. Education may be substituted for experience as determined relevant by the agency. At least 2 years experience in a criminal records department preferred.		45%: Scan manual criminal and civil ten print fingerprint cards into AFIS. Perform specialized technical work in AFIS to compile, analyze, interpret and categorize optical encoded images. Interpret the encoded minutiae from an image processor. Apply scientific fingerprint comparison rules to determining proper match and rules of analysis and comprehension of Central Repository databases to filter the search for image match. Analyze and evaluate raw data transmitted from remote electronic contributors and notify contributor of success or failure in transmission. Monitor, process and amend transmissions returned from the FBI that reflect an error. Notify the contributing agency of the rejected image. 30%: Analyze, edit, research and refine technical images of fingerprints to prepare for automation. Evaluate them or verify them to confirm that they are properly stored in or added to AFIS. 10%: Provide statewide training to criminal and non criminal agencies on the proper method of taking legible 10 print fingerprint impressions and proper completion of the various fingerprint cards. 5%: Other duties as assigned.

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
KY	Fingerprint Specialist I	High School and 54 semester hours from a college or university. Work experience in fingerprint comparison or as a law enforcement officer will substitute for the required college on the basis of one year of experience for two years of college. Drug screening test and background check.	Learns to and performs duties in fingerprint identification via entry and verification of fingerprint records in AFIS; performs other duties as required.	Learn the duties in the principles and methods of obtaining and processing fingerprints. Receives and scans inked fingerprint exemplars into AFIS; analyzes and confirms identity through use of fingerprint ridge detail, part of the verification process generated by entries into the AFIS; determines which fingerprint images are retained as the master search set; continuously maintains the Kentucky State Police master fingerprint file by the consolidation of duplicate records; manual or electronic fingerprints for civilian applicants and new employees. Performs general office procedures.
	Fingerprint Specialist II	High school graduate. Must complete two years (54 semester hours) from a college or university. Must have one year of experience in fingerprint comparison, lab development of latent fingerprint evidence or field development of latent fingerprint evidence. Work experience in one of the above areas or as a law enforcement officer; will substitute for the required college at one year of experience for two years of college. Drug screening test and background check.	Under general supervision, performs duties in inked to inked fingerprint identification via entry and verification of fingerprint records in AFIS; and performs other duties as required.	Performs duties in the principles and methods of obtaining and processing fingerprints. Receives and scans inked fingerprint exemplars into the AFIS. Analyzes and confirms identity through use of fingerprint ridge detail, part of the verification process generated by entries into the AFIS. Determines which fingerprint images are retained as the master search set; continuously maintains the Kentucky State Police master fingerprint file by the consolidation of duplicate records. Manual or electronic fingerprints for civilian applicants and new employees.
	Fingerprint Specialist III	High school graduate and 54 semester hours from a college or university. Must have three years of experience in fingerprint comparison, lab development of latent fingerprint evidence or field development of latent fingerprint evidence or as a law enforcement officer will substitute for the required college on the basis of one year of experience for two years of college. Drug screening test and background check.	Independently performs duties in inked to inked fingerprint identification via entry and verification of fingerprint records in the Automated Fingerprint Identification System (AFIS); Trains employees in the Fingerprint Specialist I class; and performs other duties as required.	Acts as an expert in the field of inked to inked fingerprint identification. Oversees the entry and verification of fingerprint records into AFIS. Performs priority inked fingerprint comparisons for other state and federal law enforcement agencies, incl. supplementary reports and expert court testimony. Continuously maintains the Kentucky State Police master fingerprint file through the consolidation of duplicate records and the alleviation of problem cases. Analyzes and confirms identity through use of fingerprint ridge detail. Determines which fingerprint images are retained as the master search set. Manual or Live Scan fingerprints for civilian applicants and new employees. Trains entry level employees in the Fingerprint Specialist class. Oversees the accuracy of work produced by the Fingerprint Specialist I's and II's. Training of other law enforcement or civilian personnel. May act as either the primary or secondary Evidence Custodian. Support to the Forensic Latent Analysts at serious incident scenes such as natural disasters, acts of terrorism or mass casualties.
MA	Identification Technician 1	No requirements for ID Tech 1. All positions preferred ability to understand and explain the policies, procedures, specifications, standards and guidelines governing the State Identification Section (SIS). Maintain accurate records. Review and compare like data for accuracy, completeness and consistency. Work accurately with names, numbers, codes and/or symbols. Gather information by examining records and documents. File material according to standard filing procedures.		

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
	Identification Technician 2	1yr employment requirement and "in house" identification proficiency required.		Performs data entry and scanning of fingerprints and photos into AFIS and various computer applications according to section guidelines, goals and mission. Retrieve data from AFIS and various computer applications, verifies same for accuracy according to section guidelines, goals and mission. Enter, retrieve and maintain documents and material in various computer confidential records and files. Utilize computer and office equipment to produce, process, transmit and record, verify and correct Identification and Criminal History information with in prescribed guidelines, and as authorized by law. (CORI) Receive inquiries for Identification, Criminal history information, services and assistance. Route, refer or respond to inquiries as directed and according to section guideline goals and mission. Evaluates, classify, analyzes fingerprints for the performance of identification functions and entry into agency records. Maintains Fingerprint identification proficiency according to established guidelines. Assists personnel of lesser grade as directed and needed. Provide On-the-Job training to personnel as directed and needed. Monitors AFIS system status and Reports to supervisor or appropriate authority system status or problems for review and appropriate action. Coordinate and manage specific projects / programs as directed according to section guidelines, goals and mission. Performs related work as required according to section guidelines, goals and mission.
	Supervising Identification Agent	Minimum 2- yrs experience required.		Plans daily workflow and ensures adequate staffing. Supervises; determines the need for disciplinary action according to section guidelines, mission and goals. Determines training needs and provides or arranges for training. Monitors the daily operation of the Core AFIS, ARS and monitors the transmission of results. Makes appropriate notification of system failures as needed. Maintains administrative reports including payroll, attendance records and EPRS. Maintains various logs, databases. Assures the accuracy of information according to section guidelines, mission and goals. Monitors for quality control and record reconciliation. Keeps accurate records including statistical reports according to section guidelines, mission and goals. Analyzes, classifies, identifies and verifies criminal history and fingerprint records according to section guidelines, mission and goals. Testifies as expert witness of fingerprints and keeper of the records. Determines correct response to requests for information according to section guidelines, missions and goals. Solicits information from vendors to recommend equipment, supplies or services. Maintains communication and flow of information; reports problems, determines plan of action, makes notification as necessary. Development of procedures for the operation of the section. Orders supplies, ensures needed supplies are available. Works with system engineers to report and record errors. Works with system engineers to develop and produce management reports. Performs system backups and daily system maintenance procedures. Keeps the CO apprised of employee issues problems, successes.

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
MN	Fingerprint Technician	2 week FBI fingerprint training required. Experienced fingerprint technicians preferred.	Create and maintain an accurate, complete and timely fingerprint file system of both mater prints and recidivists. Process criminal prints by name and date of birth through the CCH system computers. Compare all records which match by name and date of birth with the master fingerprint file. Enter all fingerprint cards that do not match into the MAFIN system and to compare and verify the prints against the prints in the latent cognizant file.	Process the fingerprint card on the Input Work station, enter pertinent/required information and assure accurate scan. Quality Control all prints entered into the MAFIN by editing each fingerprint, adding classification types, editing minutiae and rescanning. Perform search verification against the existing latent cognizant file. Review fingerprint impressions to assure best prints are maintained. Consolidate the fingerprint entry with the existing database and with the St. Paul and Minneapolis PDs records. Consolidate or store fingerprints. Rescan any prints which are of better quality than the master prints. Review the name and date of birth searches from the CCH system. Eliminate or verify hits. Check the card submitted and assure that it is a criterion offense. Return all cards that do not meet entry standards. Assign State Identification Numbers. Forward all FBI prints. Attach all fingerprint cards that are repeaters to the master CCH record. Create a master record when there are no previous cards on file.
MO	State Highway Patrol Fingerprint Technician I	Graduation from a standard HS or possess a GED. Resident of Missouri. Obtain MULES certification within six months of hire date. Obtain Livescan certification within six months of hire date. Obtain AFIS certification within six months of hire date. Possess a valid Missouri drivers' license. Pass a comprehensive background check necessary to have access to criminal record systems.	Technical position where the employee performs duties involving the classifying, searching, comparing, and filing of criminal and applicant fingerprints. An employee in this position will participate in an on-the-job training program and attend and successfully complete certification classes pertaining to the job. This position is closely supervised.	Examines, searches, compares, and identifies inked fingerprints from arrests and applicants. Takes inked fingerprints of applicants, juveniles (per court order); persons under arrest who are brought to the section, and crime victims for elimination. Classifies and conducts searches of inked fingerprints from applicants and arrests, and also processes inked prints from other types of cases. Investigates cases of false information/record challenges connected with DUIs, other traffic, and city ordinance violation offenses. Prepares written reports and/or criminal history records on the results of inked fingerprint searches. Performs necessary miscellaneous and data entry work; prepares and files index cards and fingerprint cards, maintains work logs, and investigates record accuracy. Disseminates fingerprint information and provides assistance on inked fingerprint identification to outside law enforcement agencies, courts, the public, and others. Performs related duties as required.
	State Highway Patrol Fingerprint Technician II	An addition to above: At least one year experience as a Fingerprint Technician I or comparable experience. Must possess certification for MULES, AFIS, and Livescan.	An employee in this position performs work of moderate difficulty involving the classification, searching, comparison, and filing of criminal and applicant fingerprints. An employee in this position works under general supervision and is expected to adhere to established rules, policies, and procedures.	Classifies, compares, and interprets criminal and applicant fingerprint impressions. Fingerprints individuals for job applications, etc. Searches and verifies positive match against fingerprints previously placed in system. Searches fingerprints in AFIS for records on new classified fingerprints. Matches fingerprint information manually and via computer terminal. Updates and files fingerprint cards. Retrieves double-set fingerprint files and determines which state identification number will be retained; combines data and files by assigning one number; retrieves deceased files; reviews data for completeness; verifies prints for positive match; destroys files according to division policy. May testify in a court of law on matters relating to fingerprint identification. Performs general office duties. Operates standard office equipment.

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
	State Highway Patrol Fingerprint Technician III	An addition to above: At least two years experience as a Fingerprint Technician II or comparable experience.	Advanced technical and complex work involving the classification, searching, comparison and filing of criminal and applicant fingerprints. Uses independent judgment and initiative in the performance of the assigned duties; however, general supervision is provided by the immediate supervisor to ensure conformance with established rules, policies and procedures.	In addition to above, assists in training lower level technicians; serves as a lead worker and provides technical guidance in the supervisor's absence.
	State Highway Patrol Fingerprint Technician Supervisor	An addition to above: Bachelor's degree in Criminal Justice, Criminal Justice Administration or related field and one year experience in criminal history reporting OR five years experience in the area of criminal history record information. At least one-year supervisory experience or successfully complete the department's supervision course within a period not to exceed one year after becoming a supervisor or possess comparable training.	Responsible for all assigned shift activities within the Criminal Records and Identification Division. Oversees input of all tenprints into AFIS, monitors the capturing and maintaining of criminal record files, including criminal history record search responses. Schedules and prioritizes work for the unit and provides technical assistance when needed. Work is subject to general review and supervision by a superior to ensure conformance with established rules, policies and procedures.	Plans, schedules, coordinates, and supervises the duties of all AFIS entry operators and technicians; prepares performance evaluations. Trains personnel in fingerprint techniques and criminal history record procedures. Classifies, compares and interprets criminal and applicant fingerprints received and verifies and monitors quality of tenprints. Attends various meetings and informs subordinates on recent changes of directives, policies, procedures, etc. Receives and processes emergency requests for fingerprint check/match by fax from patrol officers and other law enforcement agencies; fingerprints individuals who request the fingerprinting. Directs the electronic scanning of indexing of classified documents and the entry and dissemination of criminal history. Retrieves double-set fingerprint files and determines which state identification number will be retained; combines data and files; retrieves deceased files; reviews data for completeness; and verifies prints for positive match. Works with Remote AFIS and Livescan sites when problems arise and coordinates maintenance. Works with Content Manager, electronic filing, and capturing of microfiche images. Prepares fingerprint cards; matches fingerprint information manually and via computer terminal; updates and files fingerprint cards. Transfers information and fingerprints to other agencies. Reviews manual record checks for accuracy, dissemination and possible automation; maintains daily and monthly statistics. Compares records received in the division for positive match; works miscellaneous problem cards. Fingerprints individuals for job applications, etc. Testifies in a court of law. Serves as liaison with other law enforcements utilizing AFIS remote terminals. Performs other duties as assigned.

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
	Kansas City Police Department Forensic Specialist I	HS diploma or equivalent; Bachelor's degree from an accredited college or university is preferred. Requires close attention to detail and a high degree of accuracy with good verbal and written communication skills. Position requires use of the telephone approximately 5% of the time, stationary work at a computer terminal or keyboard approximately 30% of the time, and stationary work classifying and making comparisons and identifications on inked fingerprints approximately 30% of the time. Must be able to effectively interact with the general public and other criminal justice employees. Clerical test (75% or better) required.	Provide inked fingerprint identification services.	Examines, searches, compares, and identifies inked fingerprints from arrests and applicants for identification purposes. Takes inked fingerprints of applicants for various departments. Takes inked fingerprints of juveniles (per court order); persons under arrest who are brought to the section, and crime victims for elimination. Classifies and conducts searches of inked fingerprints from applicants and arrests. Investigates cases of false information/record challenges connected with DUIs, other traffic, and city ordinance violation offenses. Prepares written reports and/or criminal history records on the results of inked fingerprint searches. Performs necessary miscellaneous and data entry work relative to inked fingerprints; prepares and files index cards and fingerprint cards. Performs necessary miscellaneous and data entry work on ALERT system or CAD / RMS / ARS; prepares and files fingerprint cards, maintains logs of work performed. Disseminates fingerprint information and provides assistance on inked or livescan fingerprint identification and related matters to outside law enforcement agencies, courts, other department elements and personnel. Reviews written reports prepared by Identification Technicians and conducts quality control review of work. Acts as the training officer for the Identification Technicians. Conducts or oversees the entry of latent prints into AFIS for search of the Missouri Highway Patrol AFIS or the FBI IAFIS. Testifies in court. Performs related duties as required or assigned by section supervisor.
	Kansas City Police Department Forensic Specialist II	HS diploma or equivalent; Bachelor's degree from an accredited college or university is preferred. Minimum of five years experience as a Fingerprint Classifier or Identification Technician. Position requires close attention to detail and a high degree of accuracy with good verbal and written communication skills. Position requires use of the telephone approximately 5% of the time, stationary work at a computer terminal or keyboard approximately 30% of the time, and stationary work classifying and making comparisons and identifications of inked or livescan fingerprints approximately 30% of the time. Must interact with the general public and other criminal justice employees effectively.	Provide fingerprint identification services and technical services in the Fingerprint ID Section. Provide training to Identification Classifiers and oversee the day to day shift operations in the absence of the Fingerprint Identification Section supervisor.	
	St.Louis County Police Department Fingerprint Technician II	HS diploma or GED or one to three months related experience and/or training OR equivalent combination of education and experience.	Under general supervision, performs work of moderate difficulty in the examination and identification of fingerprints.	Technical services using AFIS. Determines true identity of arrested subjects through the technical analysis and interpretation of inked rolled fingerprint impressions. Exercises quality control over the inked rolled impressions produced. Analyzes, compares, and interprets impressions. Formulates a classification code for fingerprints of arrested subjects. Maintains a variety of files, logs, and records. Transfers information and fingerprints via fax.

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
MT	Fingerprint Technician (Pay Band 2)	2 year job-related college or vocational training. 1 to 2 years of job-related work experience. Each person will be considered on a case-by-case basis according to his or her education and experience. The successful applicant will be fingerprinted and must successfully pass a background and reference check.	Responsible for processing civil and criminal ten-print fingerprint submissions through AFIS. This includes classifying the fingerprints and making fingerprint identifications.	75%: Reviews all manual criminal and civil fingerprint card submissions for mandatory demographic information. Responsible for providing the Quality Assurance Technicians or the Civil Processing Technicians with the fingerprint cards for follow up. Examines ten-print fingerprint images on civil fingerprint submissions for quality. Input criminal and civil fingerprint transactions into AFIS. Determine the type of transaction and the reason fingerprinted and code appropriately. Individual and the originating agency identifiers are input and then the fingerprint images are scanned into AFIS. Submissions that do not meet the quality criteria are queued for manual review. Review each candidates' images against the scanned images. Registers criminal fingerprint submissions with a new state identification number when needed. Conducts manual fingerprint comparisons on behalf of agencies using hard copy documents. Prepares a written report that can be used as legal documentation in a court of law. May be called to testify in court. 15%: Purge fingerprint records upon receipt of proper notification from Quality Assurance Technicians and/or Section Supervisor. Consolidate two or more Montana fingerprint records. Performs searches of the AFIS database for deceased individuals and ensure the record is flagged. Processes fingerprint images for felony juvenile offenders. Conduct AFIS competency tests and accuracy tests and maintain a manual log of the results. Process standard fingerprint images in AFIS and verify the results. Review transaction queue on a daily basis and identify transactions that aborted or were rejected. 10%: Identifies and recommends solutions to Section Supervisor regarding workflow or policies and procedures. Capture fingerprints for the public using both an electronic and ink methods. Sequences and files hard copy criminal fingerprint cards and dispositions. May provide hands-on instruction to detention officers on the proper techniques for fingerprint capture. Performs a variety of other fingerprint processing tasks as assigned by supervisor. Position will also provide support to other units.
	Fingerprint Technician (Pay Band 3)			
NE	Identification Technician	High School education or GED required. Previous instruction experience (preferably with law enforcement) is desirable. Familiarity with NCIC and Henry classification systems is desirable. Training in AFIS or FBI training in fingerprint through a one week Basic FBI Course and/or an AFIS training course with certificate is desirable.	Under general supervision, classifies, compares, and interprets criminal and applicant fingerprint impressions using the Henry Classification System and AFIS; learns to process latent fingerprint evidence; performs related work as required.	Uses the Henry to verify, confirm, or eliminate print matches; analyzes identified comparable prints and communicates findings. Enters criminal justice and non-criminal justice fingerprint cards; learns to verify image records. Learns the proper procedure of preparing for court testimony; testifies in court. Conducts training in the proper techniques for obtaining quality fingerprints. Operates AFIS workstation and verification terminal; provides technical assistance to agencies using computerized fingerprint input devices. Learns to examine and process latent print evidence using special fingerprint powders, chemicals, lasers, and/or photography for identification purposes. Learns the techniques for searching for fingerprint evidence at crime scenes. Receives, records, maintains, and returns evidence submitted for print analysis to ensure the chain of custody is properly maintained at all times. Performs routine maintenance on AFIS hardware and other equipment used in the fingerprint identification process.

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
NC	Fingerprint Technician II	High school diploma and the ability to pass a rigorous background investigation.	Entry level position. Mimimum salary offered after training is complete.	
	Fingerprint Technician Shift Supervisor			
OH	Fingerprint Technician	Completion of basic fingerprint identification course; formal education in arithmetic, reading, writing & speaking common English vocabulary. Or 3 years working with Computerized Criminal History data; or equivalent of minimum class qualifications for employment noted above.	Classify fingerprint cards, identify incoming fingerprint cards, maintain section of master files, correct misclassified master fingerprint cards & initiate research by using the Henry Classification System & NCIC methods of identifying prints via computer or manual system. At the lower levels, incumbents receive instruction &/or perform the duties of identifying prints in order to classify, identify, file & fingerprint individuals. At the higher level, incumbents perform specialized Identification tasks & train lower level Fingerprint Technicians & Examiners.	
	Fingerprint Examiner	1 year as an Fingerprint Technician. Or 1 year identifying & sequencing fingerprints using Henry Classification & NCIC methods along with extensions & modifications; & 1 year in use of AFIS. Or 2 years training & 2 years in identifying & sequencing fingerprints using the Henry & NCIC Systems along with extensions & modifications with a recognized governmental agency. Or equivalent of Minimum Class Qualifications for Employment noted above.	Full performance level class works under general supervision & requires working knowledge of unit policies & procedures as well as the Henry Classification System & NCIC methods of identifying prints in order to classify, identify, file & fingerprint individuals.	
	Senior Fingerprint Examiner	4 years as a Fingerprint Examiner. Or 2 years as a Technician, plus 2 years as a Examiner. Or 2 years as a Fingerprint Examiner and 3 years in classifying and sequencing fingerprints using the Henry & NCIC Systems along with extensions and modifications from a recognized governmental agency. Or equivalent of minimum class qualifications for employment noted above.	Full performance level class works under direction. Requires thorough knowledge of unit policies & procedures as well as the Henry Classification System & NCIC methods of identifying prints. Be proficient in the use of AFIS in order to train Fingerprint Technicians. Perform specialized identification tasks.	
OK	Fingerprint Specialist - Level I	Understanding of the law enforcement system of criminal identification and of the procedures regarding the reception and distribution of criminal arrest data. Ability to follow instructions, both oral and written communication; to recognize and identify minute details. Three years of experience in the processing of criminal history records, including fingerprint arrest cards; or an equivalent combination of education and experience.	The functions within this job family vary by level. Examines criminal fingerprint cards to determine pattern type for the purpose of interpretation. Classifies criminal fingerprint cards using the Henry System. Searches and conducts comparative examinations and analysis of fingerprint cards. Reviews criminal records and fingerprint cards for quality prior to distribution and incorporation into existing criminal records. Assists in the agency's employment background investigation process as it relates to fingerprinting applicants.	Entry-level work, in a training capacity, and under close supervision involving the examination, interpretation, classification, analysis and identification of fingerprints through manual or automated systems.

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
	Fingerprint Specialist - Level II	Additional one year of experience in the examination, classification and identification of fingerprints.	Career level where incumbents perform basic, routine work in the examination, interpretation, classification, analysis and identification of fingerprints through manual or automated systems.	Specialist level where incumbents are assigned responsibilities for complex, technical work in the examination, interpretation, classification, analysis and identification of fingerprints through manual or automated systems. May serve as a lead worker.
	Fingerprint Specialist - Level III	Additional two years of experience in the examination, classification and identification of fingerprints.	Specialist level where incumbents are assigned responsibilities for complex, technical work in the examination, interpretation, classification, analysis and identification of fingerprints through manual or automated systems. May serve as a lead worker.	
	Fingerprint Specialist - Level IV	Knowledge of the principles and practices of effective supervision. Four years of experience in the examination, classification and identification of fingerprints.	Leadership level where incumbents directly supervise fingerprint specialists.	
	Fingerprint Technician 2			
	Fingerprint Lead Technician			
	Fingerprint Supervisor			
RI	AFIS Operator	Graduates of RI Crime Laboratory or recognized Forensic Program, or military applicants with at least 5 years fingerprint experience are preferred. On the job AFIS training is provided if applicant has none.	Responsible for maintaining a State criminal history repository employing Cogent Systems and CPI hardware. "Run" latent prints recovered and submitted by agencies in an attempt to identify perpetrators. Processing of Criminal and Civilian Applicants, providing record checks according to State and Federal regulations. Maintaining numerous files for licensing purposes i.e. Private Investigators, Gun Permits, Restraining orders, NCIC and local warrants etc.	
	AFIS Operator Supervisor			

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
TX	Fingerprint Technician I	Graduation from a standard senior high school or the equivalent.	Performs routine work classifying and identifying fingerprint samples. Work involves evaluating inked and rolled fingerprints on fingerprint cards. Enters, edits, and verifies fingerprint matches from AFIS. Adheres to strict time frames in processing work to respond to Livescan agencies. Classifies, searches for, matches, and files fingerprint cards in the manual system. Routine clerical work associated with fingerprint processes. Work is performed under moderate supervision, according to established policies and procedures with limited latitude for the use of initiative and independent judgment.	Evaluates inked fingerprints for quality assurance on fingerprint cards and prepares them for entry into AFIS. Searches for and verifies state identification numbers (SIDs). Searches for and manually compares fingerprint cards to possible pre-existing records. Classifies fingerprint cards by visual examination. Recognizes and deciphers various data base diagnostic codes. Edits fingerprint characteristics including correctly identifying and/or adjusting the axes, cores, and minutiae of prints. Compares prints identified as possible matches with current prints. Files fingerprint cards in the master fingerprint card file and maintains complex filing systems. Obtains inked and rolled fingerprints of employment applicants. Enters alpha and numeric descriptive data into various databases including AFIS. Scans fingerprint card images and demographic information into the Integrated Distributed Information System. Retrieves and sends out responses from fingerprint submissions to the FBI. Performs ten print inquiries at FWT. Provides training to obtain rolled fingerprint impressions to outside agencies. Researches and consolidates records with multiple SID numbers. Retrieves fingerprint cards with unclassifiable prints. Performs routine fingerprint tasks. Ensures misverifications are copied and reported. Processes fingerprint images received from numerous livescan sites throughout Texas. Processes Live-Scan fingerprint images received. Rejects unsuitable transmitted fingerprints before entry into AFIS. Registers fingerprint cards which are not in AFIS. Answers telephone calls and responds to various inquiries from individuals and law enforcement agencies. Substitutes and/or replaces fingerprint images of poor quality by scanning fingerprint cards on the Fingerprint Workstation Terminal, recording assigned transaction control numbers, entering state identification numbers and indicating which prints are to be substituted. Accepts responsibility for technical decisions on work related jobs and acknowledges the possibility of testifying in a court of law as to the validity of each verification made. Performs related duties as assigned.

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
	Fingerprint Technician II	Graduation from a standard senior HS or the equivalent and two years of experience as an AFIS Fingerprint Technician I or three years experience in the classification and identification of fingerprints including successful completion of the DPS 40-hour FBI Basic Fingerprint Identification course or its equivalent.	Performs moderately complex work in classifying and identifying fingerprint samples. Work involves evaluating, classifying, searching for, and identifying complex or illegible prints. Assigns fingerprint pattern and enters, edits, and verifies fingerprint matches in AFIS. Classifies, searches for, matches, and files fingerprint cards in the manual system. May train other Fingerprint Technicians. Work is performed under general supervision with moderate latitude for the use of initiative and independent judgment.	Evaluates inked fingerprints for quality assurance on fingerprint cards and prepares them for entry into AFIS. Evaluates, classifies, searches for, and identifies complex or illegible prints. Classifies fingerprint cards by visual examination of fingerprint patterns. Classifies and searches fingerprint cards of criminals, applicants, out-of-state parolees, and unidentified deceased persons in an attempt to identify with a previous record. Edits fingerprint characteristics including correctly identifying and/or adjusting the axes, cores, and minutiae of prints. Compares prints identified as possible matches with current prints. Files fingerprint cards in the master fingerprint card file and maintains complex filing systems. Obtains inked and rolled fingerprints of employment applicants and law enforcement. Receives and transfers fingerprint and arrest information. Compares fingerprints of subjects with fingerprints of previous arrest records, meeting goal of completing 25 cards per hour. Travels/provides training to obtain rolled fingerprint impressions to outside agencies. Assists in training law enforcement personnel in fingerprint identification methods. Researches and consolidates records with multiple SID numbers. Adjusts prints for quality pattern interpretation. Enters alpha/numeric data pertaining to fingerprint cards and edits fingerprint images, correctly identifying and/or adjusting the axis, core and minutiae of the prints. Compares difficult fingerprints identified as possible matches by the AFIS database. Processes live-scan fingerprint images received through the NATMS terminals. Maintains extensive contact with the FBI, private attorneys, county clerks and the general public. Accurately classifies, searches and identifies difficult, complex, poor quality illegible prints from fingerprint cards or facsimile using HENRY classification system. Registers fingerprint cards which are not in AFIS. Retrieves identification problem jobs from hold queue. Pulls master ten-print fingerprint card and current process cards for manual verification/comparison of missing or illegible prints. Answers telephone calls. Verifies fingerprints, consolidates fingerprint records and faxes specific fingerprint cards. Retrieves fingerprint cards with unclassifiable prints from designated "F" files for possible entry into AFIS on basis of newly received cards. Accepts responsibility for technical decisions on work related jobs and may testify in a court of law. Verifies state identification numbers.

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
	Fingerprint Technician III	Graduation from a standard senior high school or the equivalent and four (4) years of experience in classification and identification of fingerprints with a minimum of one (1) year as a fingerprint technician III or its equivalent. Prior experience must include successful completion of the DPS 40-hour FBI Basic Fingerprint Identification course or its equivalent.	Performs work of complex and difficult capacity engaged in classification and identification within AFIS system and Manual Fingerprint Operations. Provides quality assurance to AFIS, fingerprint training to new employees as well as to outside law enforcement agencies. Travels on an occasional basis. Performs special projects as assigned. May assist in monitoring the activities of fingerprint and identification shifts by training employees, assigning and checking work and the more difficult fingerprints. Work is performed under general supervision with considerable latitude for independent judgment within the limits of applicable statutes, rules, regulations, policies and procedures.	Conducts classes, leads or assists in instructing and training of new or less experienced personnel. Provides guidance and conducts follow up, performs as team lead technician and liaison, research and process problems such as livescan switched prints and misraps. Performs sensitive tasks including moving EFTS in the archival system to consolidate misraps. Observes and reviews work for accuracy and adherence to established policies and procedures. Receives and processes fingerprint cards that are more difficult. Processes legal individual name change and record check requests and fees. Performs quality control procedures; checks fingerprint interpretations and classification formulas, maintains file integrity by monitoring file growth. Determines responsibility for and cause of missed identification and technical errors. Executes and assists assigned personnel with the more complex technical decisions. Corrects deficiencies in quality of prints. Communicates, implements and recommends improvements to operational procedures and performs technical and administrative support. Accepts responsibility for technical decisions on work-related jobs and may testify in a court of law. Identifies fingerprints utilizing complex fingerprint classification formulas. Pulls master ten-print fingerprint cards and current process cards for manual verification/comparison. Performs manual verification of current fingerprint cards against the fingerprint cards on file to establish permanent records within the computerized criminal history system and AFIS. Notifies requesting agencies of results. Answers telephone calls and responds to various inquiries. Maintains contact with the FBI, private attorneys, county clerks and the general public. Attends seminars, conferences, and training in fingerprint identification. Performs related duties as assigned.

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
	Assistant Supervisor, Fingerprint Section	Current employment with the Department, graduation from a standard senior high school or the equivalent and two (2) years of experience as a Fingerprint Technician III with a minimum of one (1) year performed as a shift supervisor of fingerprint personnel. Prior experience must include successful completion of DPS forty 40-hour FBI Basic Fingerprint Identification course or its equivalent.	Performs responsible supervisory and complex administrative and technical work to assure accomplishment of assigned objectives using various methods and procedures. Assisting with the general supervision of the section and the operations thereof. Exercises initiative and sound judgement in maintaining, improving, and developing methods and procedures in classification and identification within AFIS and the manual fingerprint operation. Quality assurance to AFIS; plans, schedules, and coordinates staff activities relating to the submission of fingerprints at other AFIS remote sites located throughout the state. Counsels, provides guidance and handles personnel issues and problems relating to AFIS. Work is performed under direction with considerable latitude for independent judgment within the limits of applicable statutes, rules, regulations, policies and procedures.	Performs quality control procedures and safeguards, checks fingerprint interpretations and classification formulas. Maintains file integrity by monitoring file growth. Monitors the quality and quantity of work. Provides AFIS quality assurance, maintenance of database, analysis and testing, verification of work and provides technical assistance to outside agencies. Trains, guides and monitors the performance of Shift supervisors. Supervises assigned shift supervisors. Shares in oversight of activities, schedules work assignments, monitors quality and quantity of work. Planning and organizing of section activities; contributes to the designs and plans for section future needs. Contributes to legislative analysis on bills. Schedules work assignments for subordinates engaged in shift work and/or special projects. Provides guidance, resolves work-related problems and employee conflicts. Monitors section quality control program and purging of fingerprint cards. Assumes responsibility in administrative support functions including job announcements; interviewing, screening, and recommending applicants; evaluating employee performance, evaluations, and counseling with employees. Prepares section activity and status reports. Serves as principal certified instructor; develops and conducts in service training. Coordinates classroom materials and resolves routine technical problems. Functions as custodian of the state's master fingerprint card files; responds to subpoenas; may testify in federal and state courts as an expert witness. Processes the identification, verification, and/or consolidation of central site, remote and live-scan records in AFIS and manually performs deletions, updates and copies the appropriate microfilm record. Determines necessity of returning illegible fingerprints to contributor(s). Notifies requesting agencies of results. Attends meetings and training sessions for the implementation of new systems and procedures. Recommends improvements to operational procedures. Assists law enforcement agency personnel in identifying unknown deceased or amnesia victims and in setting up and operating fingerprint sections. Attends fingerprint identification seminars and conferences. Participates in special projects and prepares special reports as requested. May work in the capacity of Shift Supervisor.

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
	<p>Supervisor, Fingerprint Section</p>	<p>Graduation from a standard senior high school or the equivalent plus four (4) years or more supervisory work experience AND two (2) years work experience classifying, identifying, and verifying fingerprints.</p>	<p>Performs work of considerable difficulty in supervising the operations of the Fingerprint Section in the Criminal History Record Information Bureau. Plans and organizes section activities and handles the administrative support functions. Work is performed under general direction with extensive latitude for the use of initiative and independent judgment.</p>	<p>Supervises the activities of fingerprint and identification, schedules work assignments, monitors quality and quantity of work. Plans and organizes section activities; through Shift Supervisors, directs staff in the classification, identification, and verification of fingerprint cards. Designs and plans for section future needs and for expansion of the fingerprint files. Studies and prepares for enhancements of AFIS, as well as implementation of new automated techniques. Performs legislative analysis on bills. Schedules work assignments for subordinates. Provides guidance, resolves work related problems and employee conflicts. Monitors section quality control program and purging of fingerprint cards. Handles the administrative support functions: evaluations, and counseling with employees. Prepares section activity and status reports. Serves as certified instructor; develops and conducts in-service training. Assists in training new employees. Functions as custodian of the state's master fingerprint card files; responds to subpoenas; may testify in federal and state courts as an expert witness. Attends meetings and training sessions for implementation of new systems and procedures. Recommends improvements to operational procedures. Performs legislative analysis of bills. Assists law enforcement agency personnel in identifying unknown deceased or amnesia victims and in setting up and operating fingerprint sections. Attends seminars and conferences. Serves on interview boards and makes recommendations for hire. Participates in special projects and prepares special reports.</p>

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
	<p>Fingerprint Shift Supervisor</p>	<p>Current employment with the Department, graduation from a standard senior high school or the equivalent AND either two (2) years of work experience as a Fingerprint Technician III or a minimum of (1) year work experience as Lead Fingerprint Technician. This level is reserved for the fingerprint shift supervisor position and is attained only through a competitive interview process or review. Prior experience must include successful completion of DPS 40-hour FBI Basic Fingerprint Identification course or its equivalent.</p>	<p>Performs work of complex and difficult nature as a shift supervisor of Fingerprint Technicians engaged in classification and identification within AFIS. Supervises the activities of a fingerprint classification and identification shift by training employees, assigning and checking work, and editing the more difficult fingerprints. Provides quality assurance to AFIS; plans, schedules, and coordinates staff activities relating to the submission of fingerprints at other AFIS remote sites located throughout the state. Counsels, provides guidance and handles personnel issues and problems relating to AFIS. Work is performed under general direction with considerable latitude for independent judgment within the limits of applicable statutes, rules, regulations, policies and procedures.</p>	<p>Supervises the fingerprint classification and identification shift by scheduling work assignments and monitoring the quality and quantity of work. Trains new or less experienced personnel. Reviews finished work for completeness, notations and deficiencies. Observes and reviews work for accuracy and adherence to established policies. Performs quality control procedures and safeguards. Determines responsibility for and cause of missed identification and technical errors. Participates on interview boards and makes recommendation for hire. Conducts performance evaluations, schedules and approves leave of employees. Ensures Dept rules and regulations and counsels with employees if deficiencies occur. Provides AFIS quality assurance, maintenance of database, analysis and testing, verification of work and provides technical assistance to outside agencies. Determines necessity of returning illegible fingerprints. Assigns fingerprint pattern types. Performs ten-print entry stack / fingerprint reader station. Records assigned process control numbers of fingerprint cards and verifies the transaction control numbers. Processes central site, remote and livescan records in AFIS and manually performs deletions and updates. Retrieves identification problem jobs from designated AFIS hold queue. Pulls master ten-print fingerprint cards and current process cards for manual verification / comparison. Retrieves fingerprint cards with unclassifiable prints from designated files. Processes individual name changes, record check requests, civil applicant cards and all associated fees. Answers telephone calls and responds to various inquiries. Maintains contact with FBI, attorneys, county clerks and the general public. Notifies requesting agencies of results of analysis and identification. May testify in a court of law. Conducts classes in fingerprint training and techniques. Coordinates classroom materials, answering questions of trainees / students, resolving routine technical problems. Obtains fingerprints of applicants, receives and transfers fingerprint and arrest information. Attends meetings and training sessions. Recommends improvements to operational procedures. Facilitates legislative analysis of bills and assists with designs/plans for section's future needs. Aids computation of totals and preparedness of section activities and status reports. Attends seminars and conferences.</p>

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
WA	Fingerprint Technician 1	High school graduation or GED equivalent; One year of experience in a recognized law enforcement agency OR one year of experience in fingerprint pattern determination/ridge encoding using an AFIS OR one year of college course work in law enforcement; Ability to Operate Computers: Willing and able to operate and read computer monitors/terminals on a continuous basis; Ability to effectively communicate with co-workers, the public and criminal justice agencies. Ability to maintain confidentiality in the performance of this role.	Learns and performs basic work consisting of classifying and comparing fingerprints of unknown persons and crime suspects according to acceptable methods. Learn to access, analyze, verify, and compare criminal and applicant fingerprints against AFIS database to assist law enforcement, private and public sector agencies to determine identity of unknown subjects. Learn to compare AFIS database fingerprint impressions with search fingerprint impressions to determine positive or negative identity of unknown subjects. Reconcile existing state identification number with AFIS fingerprint quality rating. Operate fingerprint scanner in conjunction with entering control fields in the Data Input Terminal to initiate fingerprint searches. Learn to obtain fingerprints of individuals for use in verifying their identity against criminal history databases. Learn to analyze criminal and applicant fingerprint cards to determine acceptable quality fingerprints; reject poor quality submissions.	70%: Learn to access, analyze, verify, and compare criminal and applicant fingerprints against AFIS database to assist law enforcement, private and public sector agencies to determine identity of unknown subjects. 10%: Learn to compare AFIS database fingerprint impressions with search fingerprint impressions to determine positive or negative identity of unknown subjects. Reconcile existing state identification number (SID) with AFIS fingerprint quality rating. Operate fingerprint scanner in conjunction with entering control fields in the Data Input Terminal (DIT) to initiate fingerprint searches. 5%: Learn to analyze criminal and applicant fingerprint cards to determine acceptable quality fingerprints; reject poor quality submissions. 3%: Learn to obtain fingerprints of individuals for use in verifying their identity against criminal history databases. 1%: Learn to testify in court.
	Fingerprint Technician 2	High school graduation or GED equivalent; Completion of one or more courses in fingerprint science or fingerprint classification; Three years of technical fingerprint classification experience in a recognized law enforcement agency; Ability to Operate Computers: Willing and able to operate and read computer monitors/terminals on a continuous basis; Ability to effectively utilize fingerprint data and information for assessment and analysis; Demonstrated ability to effectively communicate with co-workers, the public and criminal justice agencies; Ability to convey clear messages related to fingerprint data; Ability to maintain confidentiality in the performance of this role.	Access, analyze, verify, and compare criminal and applicant fingerprints. Compare the AFIS database fingerprint impressions with search fingerprint impressions to determine positive or negative identity of unknown subjects. Reconcile existing SID with AFIS fingerprint quality rating. Operate fingerprint card scanner in conjunction with entering control fields in the Data Input Terminal to initiate fingerprint searches. Analyze criminal and applicant fingerprint cards to determine acceptable quality fingerprints; reject poor quality submissions. Access and verify specific records from AFIS Archive for use in updating criminal history record information.	60%: Access, analyze, verify, and compare criminal and applicant fingerprints against AFIS database. 20%: Compare AFIS database fingerprint impressions with search fingerprint impressions. Reconcile existing state identification number (SID) with AFIS fingerprint quality rating. 5%: Operate fingerprint card scanner in conjunction with entering control fields in the Data Input Terminal (DIT) to initiate fingerprint searches. Access and verify specific records from AFIS archive for use in updating criminal history record information. 4%: Analyze criminal and applicant fingerprint cards to determine acceptable quality fingerprints; reject poor quality submissions. 2%: Obtain fingerprints of individuals for use in verifying their identity against criminal history databases. 1%: Instruct law enforcement, private and public sector agencies in fingerprint rolling techniques. Review Fingerprint Technician 1 work and assist in their training. Testify in court.

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
	Fingerprint Lead Technician	HS graduation or GED equivalent; 1 year of experience as a Fingerprint Technician 2 OR 4 years of technical fingerprint classification experience in a law enforcement agency. Effectively utilize fingerprint data and information for assessment and analysis; Effectively communicate with co-workers, the public and criminal justice agencies; Convey clear messages related to fingerprint data; Maintain confidentiality in the performance of this role.	Assists Fingerprint Tenprint Supervisor with assigning and scheduling staff specific work. Reviews work of fingerprint technicians and assists in their training. Performs advanced fingerprint identification and criminal records work consisting of classifying, comparing, searching, and verifying fingerprints of unknown persons and crime suspects according to acceptable methods.	40%: Access, analyze, verify, and compare criminal and applicant fingerprints against AFIS database. 20%: Compare AFIS database fingerprint impressions with search fingerprint impressions to determine positive or negative identity of unknown subjects. Reconcile existing SID with AFIS fingerprint quality rating. 10%: Schedule and assign work to fingerprint technicians and office assistant staff within the Tenprint Unit. 10%: Prepare and enter fingerprint updates and deletions to the AFIS database to ensure database integrity. 10%: Assist in training fingerprint technicians and office assistants in their key work activities and essential functions. 4%: Train law enforcement personnel in the use of the AFIS remote terminal; includes testing to meet specific accuracy requirements for AFIS operation. Obtain fingerprints of individuals for use in verifying their identity against criminal history databases. Instruct law enforcement, private and public sector agencies in fingerprint rolling techniques. 1%: Testify in court. Other duties as assigned.
	Fingerprint Supervisor	High school graduation or GED equivalent; Five years of technical fingerprint classification experience in a recognized law enforcement agency; Demonstrated ability to effectively communicate, independently analyze and weigh the risks versus benefits in decisions and recommendations related to fingerprint issues; Demonstrated ability to effectively communicate with co-workers, the public and criminal justice agencies; Demonstrated organization and time management skills; Ability to maintain confidentiality in the performance of this role.	Schedules, supervises, trains, evaluates, and reviews the key work activities and essential functions of fingerprint technicians, fingerprint lead technicians and office assistant staff assigned to the Tenprint Unit.	60%: Schedule and supervise the key work activities and essential functions of fingerprint technicians and office assistants within the Tenprint and Missing/Unidentified Persons Units. 10%: Review and analyze complex fingerprint work by technicians; make final determination on whether fingerprints will be processed/retained. Interview and select applicants for fingerprint technician and office assistant positions within the Tenprint and Missing/Unidentified Persons Units. Train fingerprint technicians and office assistants in their key work activities and essential functions. 5%: Write and implement technical procedures of job functions. 3%: Supervise and provide guidance for the fingerprint rolling techniques and remote site training programs. 1%: Testify in court. Other duties as assigned.
	Identification Technician Senior			
	Identification Technician Advanced			
WI	Identification Technician Entry/Developmental	The qualifications will be determined at the time of recruitment based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired. Achieve and maintain certification of having successfully completed FBI and DOJ ten-print fingerprint and AFIS training course.	This is an entry level, progressing to a developmental level position. Positions at this level are in a learning capacity and acquiring the skills to classify and identify fingerprints, and to utilize AFIS and related workstation. Provides the foundation, training and experience required to eventually advance to the both objective and senior levels. After an initial training period, the majority of time is spent performing preliminary ten-print to ten-print identifications. These duties are performed under close supervision.	

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
	Identification Technician Objective	Positions allocated to this level have completed a specific course of training, satisfied all requirements and met all unit standards which allows them to perform positive identification functions independently and under general supervision. In addition to the primary functions identified above, positions at this level and all subsequent levels, may also perform other technical activities in support of and under the supervision/direction of professional forensic scientists.	This is the objective level for positions in which a majority of time is devoted to making positive identification of ten-print to ten-print fingerprints. Completed a specific course of training, satisfied all requirements and met all unit standards which allows them to perform positive identification functions independently and under general supervision. In addition to the primary functions identified above, positions at this level and all subsequent levels, may also perform other technical activities in support of and under the supervision/direction of professional forensic scientists.	
	Identification Technician Senior	Positions allocated to this level have completed/passed a certified latent comparison course, satisfied all requirements and met all unit standards which allows them to perform preliminary ten-print to latent finger/palm print identification.	This is an advanced objective level for positions in which a majority of time is devoted to making preliminary identification of ten-print to unsolved latent finger/palm prints. May also perform AFIS quality control (the process of editing AFIS minutiae markers, and improving and enhancing the displayed finger/palm print images); system maintenance, analysis and testing; verification of the work of lower level Identification Technicians; provision of technical assistance to outside agencies regarding criminal identification issues. Completed/passed a certified latent comparison course, satisfied all requirements and met all unit standards which allows them to perform preliminary ten-print to latent finger/palm print identification. Positions perform these functions under general supervision.	

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	QUALIFICATIONS	JOB DESCRIPTIONS	DUTIES
	Identification Technician Advanced	The qualifications required for this position will be determined at the time of recruitment based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired. Experience in technical identification work is preferred.	The single position allocated to this level functions as the Identification Technician Unit Coordinator (leadworker) responsible for assigning and reviewing the workload of other Identification Technicians; serving as the principal assistant to the Identification Section Supervisor, maintaining and developing related technical processing procedures, and in new employee and in-service training. Preliminary identification of ten-print to unsolved latent finger/palm prints; technical assistance to external users regarding fingerprint identification; AFIS quality control (the process of editing AFIS minutiae markers, and improving and enhancing the displayed finger/palm print images); system monitoring, maintenance and problem resolution. These duties are performed under general supervision.	
	Identification Technician Supervisor	The qualifications required for this position will be determined at the time of recruitment based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired. Experience in technical identification work is preferred.	Responsible for supervising staff at various levels within the Identification Technician series. This position functions as the supervisor of the Technical Identification Section located within the Madison Crime Laboratory of the Department of Justice. Responsible for providing and maintaining an in-depth program for instruction. This includes entry level Identification Technicians and entry level Fingerprint and Footwear Examiners within the Crime Laboratories in the instruction of fingerprint pattern recognition and AFIS functions. Serves as the system administrator of the department's AFIS which includes managing system administrative operations; developing appropriate policies and procedures; developing and managing a system of procedures to train and test all State AFIS users; monitoring and maintaining the Data Management System; directing the security and coordination of state and local criminal justice access to the AFIS data base for fingerprint identification services; maintaining quality assurance; and serving as the AFIS liaison between the department, contracted vendors, federal, state, local government users and national/international AFIS user groups. Functions under the general supervision of a Forensic Scientist Supervisor.	

Table 2: Fingerprint Technician Employment Levels

STATE	TITLE	ADVANCEMENT	SHIFTS	OTHER INFORMATION
AZ	Fingerprint Technician (Step 1)	<p>Progression in class: a) Midpoint Level: requires 3 years as an entry level Fingerprint Technician with an overall performance rating of at least "standard" in the last 12 months. b) Maximum Level: requires 3 years at the midpoint level of Fingerprint Technician with an overall performance rating of at least "standard" in the last 12 months. <u>Depending upon the needs of the Department, the Director may initially place an individual in this classification at the Midpoint or Maximum Level with the following minimum qualifications:</u> a) Midpoint Level: requires graduation from a FBI Fingerprint Classification School or course work in the area of fingerprint identification, criminalistics and evidence technology or 1 year of experience working in a law enforcement agency's criminal records, information or identification section; and 3 years of experience as a fingerprint technician. b) Maximum Level: requires graduation from a FBI Fingerprint Classification School or course work in the area of fingerprint identification, criminalistics and evidence technology or 1 year of experience working in a law enforcement agency's criminal records, information or identification section; and 6 years of experience as a fingerprint technician.</p>	Holidays, weekends and shift work may be required.	Vacation: 10 hours earned each month for first 5 years. 12 hours earned each month for years 6-10. 14 hours earned each month for years 11-20. 16 hours earned each month for 21+ years. Sick: 10 hours earned each month. Holiday: 10 paid holidays each year.
	Fingerprint Technician (Step 2)			
	Fingerprint Technician (Step 3)			
	Fingerprint Technician (Step 4)			
	Fingerprint Technician (Step 5)			
	Fingerprint Technician (Step 6)			
	Fingerprint Technician (Step 7)			
	Fingerprint Technician (Step 8)			
	Fingerprint Technician (Step 9)			
AR	Fingerprint Technician	Entry into the Department as an examiner is usually through the Fingerprint Technician position, Grade 14. A technician whose job performance satisfies the Department's requirements, satisfactorily demonstrates ability to perform required task, and receives favorable performance evaluations may be eligible to be promoted to the next level after two years at the existing grade or similar criminal history related field.		
	AFIS Technician I			
	AFIS Technician IM			
	AFIS Technician II			
	AFIS Technician IIM			
	AFIS Technician III			
	AFIS Technician IIIM			
	AFIS Technician IV			
CA	Criminal Identification Specialist I	<p>There are several types of salary increases. 1) Special In-grade Salary Adjustment (SISA): A SISA is a one-step salary increase (generally 5% above the employee's current monthly salary). SISA's are one-time increases. 2) Merit Salary Adjustment (MSA): A salary step other than the maximum for his/her job classification, (may be upon completion of twelve months of qualifying service). A MSA is a one-step increase (generally 5%). MSA's are generally given to employees yearly, until the maximum salary range of the classification is reached. 3) General Salary Increase (GSI): State employees' salaries and benefits are bargainable. 4) Alternate Range Change: The number and movement between the ranges vary by classification.</p>		Vacation: 7 hours earned per mo. (after initial 6 mo. of service). Sick: 8 hours earned per mo.
	Criminal Identification Specialist II			
	Criminal Identification Specialist III			

Table 3: Additional Fingerprint Technician Employment Level Data

STATE	TITLE	ADVANCEMENT	SHIFTS	OTHER INFORMATION
GA	CCH / Identification Specialist 1			
	CCH / Identification Specialist 2	Promotion from level 1 to 2 is non-competitive.		
	CCH / Identification Specialist 3	Promotion to a Specialist 3 is competitive.		
HI	Criminal ID Technician I			
	Criminal ID Technician II			
	Criminal ID Technician III			
	Criminal ID Technician IV			
	Criminal ID Supervisor			
ID	Fingerprint Technician	To be classified as a Fingerprint Technician (from trainee): Successfully completed initial on-the-job training with Senior or Latent Technician regarding fingerprint classifications and processing of ten-print fingerprints using AFIS. 40-hour certified fingerprint classification class. Complete skills test with at least a 95% score. Current Meets Standards evaluation.		
	Fingerprint Technician Sr.	To be eligible for the Fingerprint Technician, Senior position the candidate must have three years of experience as a Fingerprint Technician, and completed train-the-trainer course. Obtain the IAI Ten-print Certification. Current Meets Standards evaluation.		
	Fingerprint Technician Latent	Filled by open completion and must be applied for; Applicants must have the following: 3-5 years working as a fingerprint technician with good evaluations. Successfully complete a Latent Print Identification Apprenticeship Program. Current Meets Standards evaluation, if a current ISP employee.		This is a highly specialized position and serves as the technical expert for the Idaho State Police, as well as local law enforcement agencies throughout the State in regard to the latent AFIS. It is distinguished from the Fingerprint Technician, Senior by the addition of specialized knowledge of latent fingerprint identification verses the ten-print fingerprint identification. It requires a higher degree of problem solving and accountability. In order to progress to this level, an individual would need experience at the senior level and have progressed through specialized latent training program.
IL	Fingerprint Technician Trainee	Trainees are required to participate in a program of classroom instruction and hands-on training for one year before obtaining the technician title.		
	Fingerprint Technician			

Table 3: Additional Fingerprint Technician Employment Level Data

STATE	TITLE	ADVANCEMENT	SHIFTS	OTHER INFORMATION
IN	Fingerprint Classifier 4	Trainee for 1 year before progressing to Fingerprint Classifier 3.		
	Fingerprint Classifier 3			
	Fingerprint Classifier Supervisor 5			
	Fingerprint Classifier Supervisor 4			
	Latent Fingerprint Examiner			
IA	Fingerprint Technician			Receives same benefits as all state employees.
KS	Fingerprint Technician III			On the job training is controlled by an experienced technician verifying all work performed for at least 3 months or longer if needed.
KY	Fingerprint Specialist I			
	Fingerprint Specialist II			
	Fingerprint Specialist III			
MA	Identification Technician 1		3 shifts and 7x24 operation. All techs work 5 days and have 2 days off. We work 2- lines Fri/Sat off or Sun/Mon off.	
	Identification Technician 2			
	Supervising Identification Agent			
MN	Fingerprint Technician			Benefits include FMLA (Family and Medical Leave Act), Advantage Health Plan, State Dental Plan, State Employees Group Insurance Plan, Worker Compensation Program, Employee Vacation and Sick Leaves. Income protection plan. Vacation Accrual Rate: 4 hours – 9 hours earned biweekly. Sick Accrual Rate: 4 hours earned biweekly.

Table 3: Additional Fingerprint Technician Employment Level Data

STATE	TITLE	ADVANCEMENT	SHIFTS	OTHER INFORMATION
MO	State Highway Patrol Fingerprint Technician I		An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change.	
	State Highway Patrol Fingerprint Technician II	At least one year experience as a Fingerprint Technician I or comparable experience.	An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.	
	State Highway Patrol Fingerprint Technician III	At least two years experience as a Fingerprint Technician II or comparable experience.	An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.	
	State Highway Patrol Fingerprint Technician Supervisor	Possess at least one-year supervisory experience or successfully complete the department's supervision course within a period not to exceed one year after becoming a supervisor or possess comparable training.	An employee in this position works an eight-hour shift including weekends and holidays as directed by the division director. Working hours are subject to change at the discretion of the commanding authority.	
	Kansas City Police Department Forensic Specialist I			
	Kansas City Police Department Forensic Specialist II			
	Kansas City Police Department Forensic Specialist III			
	Kansas City Police Department Forensic Specialist IV			
	Kansas City Police Department Forensic Specialist V			
	St.Louis County Police Department Fingerprint Technician II			
MT	Fingerprint Technician (Pay Band 2)			
	Fingerprint Technician (Pay Band 3)			
NE	Identification Technician		Schedule is flexible and may be a combination of 1st, 2nd, and 3rd shift for approximately 6 months until sufficient workstations are available. Will consider five 8 hour days or four 10 hour days.	Felony convictions, certain misdemeanor convictions, a history of criminal activity, or maintaining associations with known criminals may result in applicants being eliminated from consideration for appointment.

Table 3: Additional Fingerprint Technician Employment Level Data

STATE	TITLE	ADVANCEMENT	SHIFTS	OTHER INFORMATION
NC	Fingerprint Technician II			
	Fingerprint Technician Shift Supervisor			
OH	Fingerprint Technician			
	Fingerprint Examiner			
	Senior Fingerprint Examiner			
OK	Fingerprint Specialist - Level I	The Fingerprint Specialist job family consists of four levels which are distinguished by the type and complexity of work and the responsibility assigned for the supervision of others.		
	Fingerprint Specialist - Level II			
	Fingerprint Specialist - Level III			
	Fingerprint Specialist - Level IV			
	Fingerprint Technician 2			
	Fingerprint Lead Technician			
	Fingerprint Supervisor			
RI	AFIS Operator	2 raises in first year (every 6 mo.). After 2yrs salary is approx. 38k-40k. Employees then receive yearly raise granted by legislature/budgets.		Benefit package includes Health, Dental, Vision care, and State retirement benefits beginning at 10yrs of service and increasing 1.7% per annum, with an annual COLA of 2% beginning 4yrs after retirement date.
	AFIS Operator Supervisor			
TX	Fingerprint Technician I	This position is entry level.		
	Fingerprint Technician II	This position is a 1st level progression.		
	Fingerprint Technician III	This position is a 2nd level progression.		
	Assistant Supervisor, Fingerprint Section			
	Supervisor, Fingerprint Section			

Table 3: Additional Fingerprint Technician Employment Level Data

STATE	TITLE	ADVANCEMENT	SHIFTS	OTHER INFORMATION
	Fingerprint Shift Supervisor			
WA	Fingerprint Technician 1	One year working for recognized law enforcement agency to apply.	Dayshift (0630 – 1700) – 10 FTE: o Fingerprint Supervisor (1.0 FTE) o Fingerprint Lead (1.0 FTE) o Fingerprint Technician – Customer Service* (1.0 FTE) o Fingerprint Technician 1/2 (5.0 FTE) o Office Assistant 3 (2.0 FTE) Nightshift (1700 – 0500) – 7 FTE o Fingerprint Supervisor (1.0 FTE) o Fingerprint Lead (1.0 FTE) o Fingerprint Technician 1/2 (5.0 FTE) Shift bidding is conducted every six months and hours of work may vary.	Medical/Dental plans at employee's choice from provided information. Employee may be required to pay a portion of his/her medical premium depending on the plan and coverage selected. Retirement options are PERS plan 2 (currently at 2.25% of gross salary paid into retirement) or PERS plan 3 (defined contribution rate is left to the employee's discretion 5% to 15%). 8 hours annual leave per month for new employees (incremental increases based on years of service). 8 hours of sick leave per month. Union membership condition of employment. This position has been determined to be a job classification in which employees may incur occupational exposure to bloodborne pathogens.
	Fingerprint Technician 2	Three years technical fingerprint classification experience in recognized law enforcement agency.		
	Fingerprint Lead Technician	One year experience as a Fingerprint Technician 2 or four years of technical fingerprint classification experience in a recognized law enforcement agency.		
	Fingerprint Supervisor	Five years of technical fingerprint classification experience in a recognized law enforcement agency.		
	Identification Technician Senior			
	Identification Technician Advanced			
WI	Identification Technician Entry/Developmental	This is a progression series from the entry level to the advanced objective level of Identification Technician Senior. Employees enter positions within this classification series by competitive examination. Progression to the Objective level is attained through reclassification after specific training, education and experience is obtained and the employee is able to satisfactorily perform the identification work described at that level. Progression to the Senior level is also attained through reclassification after additional specific training, education and experience is obtained and the employee is able to satisfactorily perform on an ongoing basis the more complex identification work described at that level. The Advanced level is reserved for the unit coordinator/leadworker position and is attained only through competitive examination.		New employees with no previous technical fingerprint identification knowledge require two years of training and development before progressing to the Identification Technician Objective level.
	Identification Technician Objective			
	Identification Technician Senior			
	Identification Technician Advanced			
	Identification Technician Supervisor			

Table 3: Additional Fingerprint Technician Employment Level Data