



Pasco Sheriff's Office
POSITION DESCRIPTION



Position Number: TBD

Retirement Class Code: HB (Special Risk)

Class Title: Latent Print Specialist

Type of Position: Civilian

Pay Grade: H40

1. Workweek: Full-Time (40 hour weekly)

2. FLSA: Non-Exempt from over time

3. EEO Category: 06 (Administrative Support)

4. Department: Forensic Services

5. Section/Org Code: 8810

6. Location: Land O Lakes

7. Job Summary: Under the direction of the Latent Print / AFIS Unit Supervisor, or designee, this position performs routine technical evaluations of latent evidence. Searches and registers ten print and latent images into Automated Fingerprint Identification System (AFIS) databases. Updates case management and other information management systems as required. Safeguards evidence and maintains chain-of-custody using protocols and applicable documentation. Ensures safety precautions and applicable regulations are followed. Assists with presentations. The Latent Print Specialist position shall also perform ancillary duties necessary for accreditation. Examples include maintaining logs which are kept for the reagents, as well as completing equipment checks.

8. Working conditions: Standard office environment. Member may occasionally travel to other locations within and outside County areas.

9. Position reports to: Chain of Command in accordance with current organizational chart.

10. Position directly supervises: None

11. Education and Experience: High School Diploma or GED and a minimum of two years relevant experience required. AA or AS degree or higher in crime scene technology, forensic science or other physical or natural science, or equivalent number of credit hours from an accredited post-secondary institution preferred. Knowledge of fingerprint analysis/comparison/evaluation, photography, fingerprint development, evidence handling and report writing is preferred. Computer skills preferred. Must maintain a valid Florida Driver's License at all times. Unescorted CJIS clearance as authorized by FDLE is required.

12. Illustrative duties and responsibilities: A member in this job classification spends at least 65% of their time performing duties that involve the collection, examination, preservation, documentation, preparation and analysis of human tissue and/or body fluids or physical evidence that may have biological, chemical or radiological hazard or contamination. Member also uses chemicals, processes and materials that may have carcinogenic or health-damaging properties in the analysis of such evidence.

80% DUTY AREA – LATENT PRINT DUTIES: **Illustrative Tasks:** Evaluate prints submitted by various inter-departmental personnel and other law enforcement agencies. Utilize the computer software to facilitate the examination process of latent and known prints. Enter prints into the Automated Fingerprint Identification System (AFIS) for search. Provide latent print technical assistance to Forensic Investigators and assist in processing recovered evidence for latent

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prints. Maintain chain of custody with evidence. Ensure results, reports and correspondence are correctly and accurately updated and/or entered as required. Process and perform outside agency AFIS searches; Liaison with FDLE; Perform other duties as needed; May be required to use the Henry System of Identification for locating old prints; This member is responsible for providing maintenance of the AFIS equipment and software.

20% DUTY AREA – SUPPORT AND ADMINISTRATIVE: Illustrative Tasks: Maintain records with computer entries and written reports. Assist in the training of agency members. Participate in Sheriff's Office recruitment and community relation activities as directed. Perform related work as required or directed.

13. Associated knowledge, skills and abilities:

Knowledge of:

Methods used in preserving and collecting physical evidence and the use of such methods in criminal investigations
Fingerprinting and modern latent print processing techniques and procedures
Modern criminal investigation methods and criminal identification techniques
Procedures and techniques used in ten print and latent print analysis, comparison and evaluation
Courtroom procedures and legal requirements for the use of fingerprints as evidence
Geographic locations
Office policy and procedures
Florida Statutes/County Codes
Human Diversity Awareness
CPR

Skilled in:

Comprehension of law enforcement radio traffic
Maintaining a professional bearing and attitude with supervisors, peers and public at all times while on duty

Ability to:

Speak clearly, understand, read, and legibly write English
Communicate effectively with staff members and public
Recall from short-term and long-term memory
Operate a personal computer, peripheral equipment and assigned software
Prepare documents, forms, reports and statistical data
Operate motor vehicles in a safe and efficient manner, day or night, in compliance with all state laws and regulations regarding operation and licensure
Use independent judgment and make technical and professional decisions on a daily basis
Plan, organize and bring assignments to completion
Learn intricate detail of minutiae plotting on the ten print and latent entry into the AFIS

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MINIMUM PHYSICAL AND OTHER REQUIREMENTS

The physical abilities listed below are estimates of time spent during a typical workday to perform essential functions and responsibilities. Members in this position may be required to:

- Operate an agency vehicle
- Stand, stoop, kneel, crouch or crawl for extended periods of time
- Work extended periods of time while wearing special equipment
- Work in hazardous conditions
- Work all shifts and be on call
- Hear a conversation at a normal level (assisted or unassisted)
- Perform all functions of the job classification without posing a direct threat to the health and safety of other individuals in the workplace

Other Requirements:

- Vision correctable to 20/40
- Near vision sufficient to color correct close-up photographs or digital images

14. Equipment or machines routinely used in this position: Cellular phone, computer, software programs, calculator, photocopier, facsimile machine, magnifying glass, ridge counters, daylight lamps, comparison stands

15. Amount and type of supervision position receives: Member will work under moderate guidance and supervision of the Chain of Command in accordance with current organizational chart

16. Review procedures: Work is reviewed during and upon completion and/or periodically Chain of Command in accordance with current organizational chart. This position will be reviewed daily during the training period and will receive a formal written performance appraisal in accordance with General Order 35.1.

17. Essential Tier Response: Tier 1 – Key and Mission Essential: This position designation is for those that are needed to ensure the immediate and continued support for operations and mission essential functions within the agency. It is necessary for this position to perform duties of leadership, specialized functional support, or subject matter expertise required to sustain the organization.

18. Remote Work. Position has option for remote work with bureau commander approval. Employees authorized for remote work may be required to return to the office periodically or upon request when needed, and any decision to allow remote work remains in PSO's absolute discretion and may be subject to change at any time.

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19. This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are estimated annual averages and as such are subject to periodic fluctuations. This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the member for this job. Duties, responsibilities and activities may change at any time with or without notice.

20. This position may be subject to lateral transfer at the Sheriff's discretion based on the needs of the agency and/or development of the member. A lateral transfer is a move of position and/or title within the same pay grade or equivalent. A lateral transfer may result in change in schedule, change in responsibilities, change in assigned equipment, and/or change in assignment location. However, no lateral transfer shall affect a member's base pay.

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