

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**  
Institutional Identification Officer

**SERIES NO.:**  
2618

**MAJOR AGENCIES:**  
Rehabilitation & Correction, Mental Health

**EFFECTIVE DATE**

**SERIES PURPOSE**

The purpose of the institutional identification officer occupation is to photograph & fingerprint all new inmates or consumers who are criminally insane & institution employees for purposes of identification.

**CLASS TITLE**

Institutional Identification Officer

**CLASS NUMBER:**

26181

**EFFECTIVE DATE**

03/26/1990

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of photography & fingerprinting procedures in order to photograph & fingerprint new institution employees & new inmates or consumers who are criminally insane.

<b>CLASS TITLE</b> Institutional Identification Officer	<b>CLASS NUMBER:</b> 26181	<b>BARGAINING UNIT:</b> 07
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**EFFECTIVE DATE:**

03/26/1990

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Photographs & fingerprints all new inmates or consumers who are criminally insane & institution employees, processes film, develops prints, prepares employee identification badges & inmate institution & work identification badges & maintains logs for all I.D. badges issued.

Maintains confidential & secure identification files of inmate or consumer population & institutional employees (i.e., photographs & fingerprint cards); issues identification cards & meal passes; sends copies of identification cards to Bureau of Criminal Identification & Investigation; Federal Bureau of Investigation & other law enforcement agencies & maintains log on cards sent & returned.

Photographs crime scenes, disturbances, strikes, property destruction, riots or special events; assists law enforcement officials at crime scenes by lifting & processing fingerprints; maintains photographic & fingerprint equipment & orders necessary supplies.

Trains & oversees inmates or consumers in photography & clerical duties related to identification operations; maintains all related records & prepares & issues reports.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of photography; fingerprinting methods & techniques; addition, subtraction, multiplication, division, fractions, decimals & percentages. Skill in use & maintenance of photographic & fingerprinting equipment. Ability to carry out simple instructions; complete routine forms or records; gather, collate & classify information about data, people or things.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions, decimals & percentages & in reading, writing & speaking common English vocabulary; 2 courses or 6 mos. exp. in photography & use & maintenance of related equipment; 2 courses or 6 mos. exp. in fingerprinting methods, techniques & use & maintenance of equipment.

-Or equivalent of the Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.