SERIES PURPOSE:
The purpose of the Fingerprint occupation is to 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 & National Crime Information Center 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.

<table>
<thead>
<tr>
<th>CLASS TITLE:</th>
<th>CLASS NUMBER:</th>
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</thead>
<tbody>
<tr>
<td>Fingerprint Technician</td>
<td>26110</td>
</tr>
</tbody>
</table>

**EFFECTIVE DATE:** 01/01/1980  **NEW EFFECTIVE DATE:** 06/24/1997

**CLASS CONCEPT:**
At the lower level, the incumbents receive instruction in use of the Automated Fingerprint Identification System in order to classify, identify &/or sequence fingerprints via computer or manual system.

<table>
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<tr>
<th>CLASS TITLE:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Fingerprint Examiner</td>
<td>26111</td>
</tr>
</tbody>
</table>

**EFFECTIVE DATE:** 01/01/1980  **NEW EFFECTIVE DATE:** 06/24/1997

**CLASS CONCEPT:**
Full performance level class works under general supervision & requires working knowledge of unit policies & procedures as well as the Henry Classification System & National Crime Information Center methods of identifying prints in order to classify, identify, file & fingerprint individuals.

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<tr>
<th>CLASS TITLE:</th>
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<tbody>
<tr>
<td>Senior Fingerprint Examiner</td>
<td>26113</td>
</tr>
</tbody>
</table>

**EFFECTIVE DATE:** 01/01/1980  **NEW EFFECTIVE DATE:** 06/24/1997

**CLASS CONCEPT:**
Full performance level class works under direction & requires thorough knowledge of unit policies & procedures as well as the Henry Classification System & National Crime Information Center methods of identifying prints, & be proficient in the use of the Automated Fingerprint Identification Computer System in order to train Fingerprint Technicians & to perform specialized Identification tasks.
**CLASS TITLE:**
Fingerprint Technician

**CLASS NO.:**
26110

**BARG. UNITS.:**
048

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**EFFECTIVE DATE:**
01/01/1980

**NEW EFFECTIVE DATE:**
06/24/1997

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**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.)

Under the direction & tutelage of a Senior Fingerprint Examiner, participates in activities designed to receive instruction in use of Automated Fingerprint Identification System (AFIS) as it pertains to fingerprints; (e.g., classify &/or sequence fingerprints using Henry Classification & National Crime Information Center (NCIC) methods along with extensions & modifications; identifies incoming fingerprint images via computer or manual system).

Processes inquiries related to name indices when those tasks are in direct correlation to the identification of fingerprints; pulls pockets; refiles; fingerprints individuals for personal identification under the direction or more experienced personnel.

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**MAJOR WORKER CHARACTERISTICS:**

Knowledge of (1) Henry Classification System (i.e., HCS)*, (2) National Crime Information Center (i.e., NCIC) methods along with extensions & modifications*, (3) Identification techniques used in sequencing of fingerprints*; skill in (4) operating Automated Fingerprint Identification System as it pertains to fingerprints*; ability to (5) define problems, collected data, establish facts & draw valid conclusions, (6) read & record figures accurately, (7) copy records precisely without error, (8) gather, collect & classify information about data, people or things, (9) work alone on most tasks.

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**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of Basic Fingerprint Identification course; formal education in arithmetic that includes addition, subtraction, multiplication & division, & in reading, writing & speaking common English vocabulary.

-Or 3 yrs. exp. working with Computerized Criminal History data; formal education in arithmetic that includes addition, subtraction, multiplication & division, & in reading, writing & speaking common English vocabulary.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

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

On-the-job training class designed to teach Henry Classification System & National Crime Information Center methods with extensions & modifications & the Automated Fingerprint Identification System; formal training programs offered by the Ohio Peace Officer Training Academy or other recognized training institutions which are designed to supplement, reinforce, or enhance the Identification Trainee's knowledge.

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**UNUSUAL WORKING CONDITIONS:**

Not applicable.

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CLASS TITLE: Fingerprint Examiner

CLASS NO.: 26111  BARG. UNITS: 048

EFFECTIVE DATE: 01/01/1980  NEW EFFECTIVE DATE: 06/24/1997

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.)

Performs Identification tasks (i.e., requiring use of Automated Fingerprint Identification System (AFIS) & Henry Classification & National Crime Information Center (NCIC) methods along with extensions & modifications) in order to identify incoming fingerprint images via computer or manual system.

Processes inquiries related to name indices when required; corrects misclassified fingerprint cards completed by other technicians; makes corrections & initiates research; assists Senior Fingerprint Examiners as needed; pulls pockets & refiles when those tasks are in direct correlation to the identification of fingerprints; fingerprints individuals for personal identification.

MAJOR WORKER CHARACTERISTICS:
Knowledge of (1) Henry Classification System (HCS), (2) National Crime Information Center (NCIC) methods along with extensions & modifications, (3) Identification techniques used in classifying & sequencing of fingerprints; skill in (4) Semi Read Identification & Identification check work stations of the Automated Fingerprint Identification System (AFIS)*; ability to (5) define problems, collect data, establish facts & draw valid conclusions; (6) read & record figures accurately, (7) copy records precisely without error, (8) gather, collect & classify information about data, people or things, (9) work alone on most tasks.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
1 yr. exp. as an Fingerprint Technician, Classification No. 26110AG.

-Or 1 yr. exp. identifying & sequencing fingerprints using Henry Classification & National Crime Information Center (NCIC) methods along with extensions & modifications; & 1 yr. exp. in use of Automated Fingerprint Identification System (AFIS).

-Or 2 yrs. trg. & 2 yrs. exp. 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.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Not applicable.

UNUSUAL WORKING CONDITIONS:
May require overnight travel.
**CLASS TITLE:**
Senior Fingerprint Examiner

**CLASS NO.:**
26113

**BARG. UNITS:**
048

**EFFECTIVE DATE:**
01/01/1980

**NEW EFFECTIVE DATE:**
06/24/1997

**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.)

Performs specialized Identification tasks (i.e., requiring use of Automated Fingerprint Identification System (AFIS) & Henry Classification & National Crime Information Center (NCIC) methods along with extensions & modifications) (e.g., processes file searches & fingerprint classifications regarding unknown dead print impressions, faxed requests & special record requests, double states, expungements & sealed records as outlined in Ohio Administrative Code 190.60 & Ohio Revised Code 2953.31-36, as well as performing all lower level functions within the series. Conducts searches & comparisons of single inked fingerprints on checks & other documents.

Provides work direction & training over lower level Fingerprint Technicians & Fingerprint Examiners. Reviews activities to insure accuracy & completeness of work performed & disseminates information to authorized agencies.

Provides training to law enforcement officers & civilian employers in fingerprint identification techniques & related identification problems; provides record checks for law enforcement agencies & other approved agencies or individuals by telephone or face-to-face contacts; responds to needs of the law enforcement community in related matters which are complex & confidential; conducts tours of facilities & testifies in court when subpoenaed.

**MAJOR WORKER CHARACTERISTICS:**
Knowledge of (1) Henry Classification System (HCS), (2) National Crime Information Center (NCIC) methods along with extensions & modifications, (3) Identification techniques used in classifying & sequencing of fingerprints; skill in (4) Semi Read Identification, Identification check & Identification Supervision work stations of the Automated Fingerprint Identification System (AFIS); ability to (5) define problems, collect data, establish facts & draw valid conclusions, (6) read & record figures accurately, (7) prepares & deliver speeches before specialized audiences & general public, (8) gather collect & classify information about data, people or things, (9) handle sensitive inquires from & contacts with officials & general public.

(*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**
4 yrs. exp. as a Fingerprint Examiner, Classification No. 26111AG.

-Or 2 yrs. exp. as a Fingerprint Technician, Classification No. 26110AG, plus 2 yrs. exp. as a Fingerprint Examiner, Classification No. 26111AG.

-Or 2 yrs. exp. as a Fingerprint Examiner, Classification No. 26111AG, & 3 yrs. Exp. in classifying & sequencing fingerprints using the Henry & NCIC Systems along with extensions & modifications from a recognized governmental agency.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**
Not applicable.

**UNUSUAL WORKING CONDITIONS:**
May require overnight travel.