**STATE OF OHIO (DAS)**

<table>
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<th>CLASSIFICATION SERIES:</th>
<th>MAJOR AGENCIES:</th>
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<td>Institutional Identification Officer</td>
<td>Rehabilitation &amp; Correction, Mental Health</td>
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<th>SERIES NO.:</th>
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<td>2618</td>
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**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.
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.