

Principal Fingerprint Identification Expert 2023

Task List

A. Orientation

1. Facilitates new employee onboarding and orientation including facility and equipment, expectations, City and Department policy.

B. Technical Knowledge

2. Performs analysis, comparison, and evaluation of friction ridge skin.

3. Prepares and reviews written forensic reports, case notes, and performs technical review of forensic work.

4. Applies law enforcement-related records management principles, statutes, and regulations to physical and electronic files.

C. Standards Development

5. Fosters innovation in use of technology, discipline resources, training, and operations.

6. Cooperates and networks with other law enforcement agencies to maintain and enhance biometric systems and their application use.

7. Solves organizational and procedural problems with consideration of impact on other sections and the Police Department.

8. Ensures compliance with quality management and forensic principles and resolves quality system issues and create actions to minimize reoccurrence of issues.

9. Incorporates employee feedback into policy and procedures and recommends the implementation of new programs, operating practices, and reporting systems including computer based systems.

10. Develops, reviews and approves modifications to unit manuals, test methods, and work instructions.

D. Training

11. Develops, reviews, and updates forensic training program and forensic training manuals including articulating criteria for technical competency.

12. Facilitates ongoing training in City and Department policies including FLSA, FMLA, and Equal Employment Opportunity (EEO), including training classes for Department Personnel on technical matters or other management interests.

E. Leadership

13. Models Department core values and maintain high employee morale and a positive and professional work environment for all employees.
14. Assumes responsibility and is accountable for unit activity and employee actions.
15. Guides change implementation (department, City, legal, etc.) and manages team progress in achieving objectives including employee buy-in.
16. Adapts to unexpected events (equipment failure, error notification, court appearance) and resolve to maintain operations.
17. Resolves employee conflict and disputes.

F. Facilitates Work

18. Works cooperatively with staff to develop strategies for the efficient and accurate processing of forensic work applying a variety of techniques to fully utilize the skills and potential of subordinate employees.
19. Prioritizes tasks and assigned work, develops and creates systems to meet customer needs.
20. Plans, organizes, and directs the work of employees and supervisors with clear objectives and end dates.
21. Reviews or performs audits of technical work and other procedures as necessary or as requested to adequately monitor the use of Department resources.

G. Reviews Work

22. Monitors subordinate staff competencies through testing, observation or technical review of work.
23. Delegates tasks as appropriate including developing skills in subordinates and ensuring workload is distributed appropriately among staff.

H. Project Management

24. Identifies and analyzes problems, develops plans, implement solutions and manages resources to ensure productive workflow.

I. Performance Feedback and Evaluation

25. Prepares and provides verbal and written employee feedback (reports, recommendations, Notice to Correct Deficiencies, etc.).
26. Prepares and presents performance evaluations.

J. Communication

27. Notifies employees of relevant training, development, promotional opportunities and provides assistance in finding resources for employees.
28. Writes letters, fact sheets and other correspondences that provides technical guidance to (or for) the Department.
29. Reads, reviews, and edits staff writing assignments including letters, fact sheets, and reports for correct grammar, factual accuracy, formatting and content.
30. Represents the department with other governmental jurisdictions or City departments on matters related to relevant forensic disciplines.
31. Completes activity reports (i.e., equipment down time, court closures, subpoenas, and other unplanned occurrences) and productivity statistics (examinations, court testimony, or other forensic services) for the chain-of-command.

K. Court Testimony

32. Testifies as an expert witness on forensic subject matters.
33. Monitors the expert testimony performance of employees and provides feedback to employees.

L. Personnel

34. Interviews candidates for subordinate positions including asking and evaluating candidate responses to job related questions.
35. Addresses employee grievances and responds in compliance with MOU and City directives.
36. Reviews employee overtime, days off, and other deployment matters to meet staffing requirements.
37. Investigates potential misconduct of subordinate staff.

M. Budget

38. Approves, estimates and orders supplies and equipment required to complete assignments.
39. Prepares budget request for equipment materials.