

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: FNGPTCHEA04R

Civil Service Class and Level: Fingerprint Technician-E

Working Title (What the agency calls the position): Fingerprint Technician 7-E9

Name and Position Code Description of Direct Supervisor: ROCHON, ABBY G; DEPARTMENTAL MANAGER-3

Department/Agency: STATE POLICE

Bureau (Institution, Board, or Commission): Information and Technology Bureau

Division: Biometrics and Identification Division

Section: Automated Print Identification Section

Unit: Ten Print Analysis and Identification Unit

Work Location (City and Address)/Hours of Work: 7150 Harris Drive, Dimondale MI 48821 / 24-hour, 7 days a week operation

General Summary of Function/Purpose of Position: Execute the technical tasks associated with providing verified identifications of cards received by mail or electronically, sustain AFIS database quality, and determine the association between fingerprint identification and criminal history record building are functions of the fingerprint technician position. Employees in this job perform a variety of Fingerprint Technician assignments to classify fingerprints, search fingerprint records, and compare fingerprint cards to an automated fingerprint identification system for the purpose of accurately identifying and verifying fingerprints, in addition to, attending meetings and performing other job duties as assigned. This position performs all functions in a bias free manner.

Assigned duties and tasks for each duty.

Duty 1: Execute the tasks associated with providing a verified identification of applicant and criminal fingerprint cards received by mail and Livescan.

- Manually view and compare the fingerprint pattern and structure of the search print and database images to determine if there is a match when the system is unable to decide.
- Verifies fingerprint matches and reports the findings to requestors.
- Maintains current data base information on demographics and arrests and assigns state identification numbers to new records.
- Maintains records, prepares reports, and composes correspondence related to the work.
- Based on established criteria for card format and fingerprint image quality, sort cards according to the scanner type to be used for scanning fingerprint images to the system for processing.
- Set up and monitor the AFIS auto feed scanner with cards for scanning then searching.
- Manually scan fingerprint images on the AFIS flatbed scanner for those images that must be adjusted because of poor quality or placement.
- At the flatbed scanner workstation, adjust poor quality or poorly placed images as required for processing.

Duty 2: Execute the tasks associated with interpreting fingerprint patterns on applicant and criminal fingerprint cards received by mail and Livescan.

- At the AFIS workstation, perform the edit functions for each search print as it relates to the programmatic decisions made by the system regarding the images. Adjust according to the criteria established for accurate processing.
- Classify fingerprints not in the computer system according to standard systems of fingerprint identification.
- Analyze fingerprint patterns to determine if they are unclassifiable or otherwise unacceptable for comparisons and return to the contributor.
- Upgrade image quality in the computer database as better fingerprints become available to ensure best possible searches are being conducted.
- Evaluate each rolled finger image quality on incoming fingerprint cards to determine if there is a better image for searching in the slap print block of the card; copy and cut slap print image; paste over rolled image as necessary.
- Scan fingerprint batches in to the AFIS workstation for processing. Call up the scanned image record on the AFIS workstation; enter the technical fingerprint pattern codes and other demographics from the original print to the system record; launch the search process for a match in record in AFIS database.

Duty 3: Other duties as assigned.

Other duties as assigned.

Types of decisions made independently and whom or what those decisions affect: Deciding which images need special handling to correct problems that may cause a missed identification. Identifying the pattern code that best describes the search print so that if a prior record exists it will be located by the system. A missed identification will provide a no prior criminal record response to the requester; however, a record would have been located if the search was properly conducted.

Types of decisions that require the supervisor's review: While classified as a fingerprint technician trainee on the system, all work is reviewed, and decisions are made in conjunction with a certified AFIS ten print operator.

Physical effort used to perform this job and environmental conditions of this position: There is repeat hand, arm, and wrist activities performed using a keyboard, mouse, and AFIS Terminal which is shared with other staff performing the same tasks. Each individual must identify their own ergonomically correct position of the work surface and adjust accordingly.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: The essential duty of this position is to provide accurate fingerprint identifications independently through the process of input and retrieval of computerized information. Based on an AFIS Board of Review exam, gain certification by the AFIS Board of Review to be classified as an AFIS Fingerprint Technician with full system capabilities. This person is required to actively participate as a member of a team responsible for the timely processing of fingerprint records received by the section. Because of the continual change to improve the technologies used to perform the task associated with fingerprint identification, the person must be able to adjust effectively within the new work structures and processes.

The function of the position's work area and how it fits into that function: The function of this team is to electronically classify and search all incoming criminal and applicant fingerprint cards against the automated print database. Report the results to the contributor, prosecuting attorney's office, and the court of record. Maintain a criminal and/or applicant print file per statute. Further, this team is responsible for updating the Criminal History Records file with arrest information

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Fingerprint Technician 7

Two years of general office support experience.

Fingerprint Technician 8

One year of experience equivalent to a Fingerprint Technician.

Fingerprint Technician E9

Two years of experience equivalent to a Fingerprint Technician, including one year equivalent to a Fingerprint Technician 8.

KNOWLEDGE, SKILLS, AND ABILITIES:

Individuals must complete the Fingerprint Identification Course within the first year of entry into the class series, or complete a comparable training course approved by the Department of State Police, or have received comparable training through on-the-job experience obtained through a major law enforcement agency or organization performing fingerprint identifications. In addition, the individual must pass the exam given by the AFIS Board of Review to become a certified AFIS Fingerprint Technician. Failure to meet these requirements will preclude advancement beyond the entry level until this has been met.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A