

DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.767
STATE OF HAWAII	8.768
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	8.770

Specifications
for the classes:

CRIMINAL IDENTIFICATION TECHNICIAN I, II, III and IV
(CRIMINAL ID TECHNICIAN I, II, III and IV)

SERIES DEFINITION

This series includes all classes of positions which involve the classification and comparison of fingerprints for criminal identification purposes using an automated fingerprint identification system (AFIS).

The work of positions in this series is performed in the State's Criminal Identification Section of the Hawaii Criminal Justice Data Center which is responsible for managing and coordinating a statewide criminal fingerprint identification system of offenders arrested, and other data/records received from contributing law enforcement, custodial and judicial agencies in the State.

Positions in these classes also work with criminal history files by entering data, filing and consolidating records, and retrieving and annotating arrest charge documents for expungement.

DISTINGUISHING FACTORS

Classes in this series are distinguished from each other by differences in:

- 1) The complexity of work assignments which is a function of the type of criminal fingerprint classification, comparison and identification work performed (e.g., tenprints vs. latent prints) and the amount of guidance/review of work required.
- 2) The breadth of knowledge, skills and abilities required to perform tenprint or latent criminal fingerprint classification and comparison using an automated fingerprint identification system, and testify in court as a fingerprint expert.

CLASS DISTINCTIONS

CRIMINAL IDENTIFICATION TECHNICIAN I (8.767)

Complexity: Operates a computer workstation to input data and verify fingerprints in AFIS; receives on-the-job training in fingerprint pattern identification and fingerprint comparison methods and practices; performs data entry into the Criminal Justice Information (CJIS)-Hawaii system; and assists a higher level technician in consolidating, filing and retrieving criminal history records/arrest charge documents.

Supervisory Controls: Receives specific guidance and instruction in fingerprint pattern identification and fingerprint comparison methods and practices; completed work is reviewed by the supervisor or higher level technician.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Checks to see that information (e.g., name, aliases, date of birth, place of birth, social security number, etc.) on all incoming fingerprint cards, arrest records and associated documents is accurate/consistent and complete. Operates a computer workstation to enter/verify applicable data in AFIS and CJIS-Hawaii.
2. Compares information in CJIS-Hawaii to information contained in the Interstate Identification Index (III) maintained by the Federal Bureau of Investigation (FBI), and using a computer workstation, sends necessary information to the FBI.
3. Initially receives on-the-job training in identifying fingerprint pattern types, references and core as prescribed by "Henry" pattern interpretation rules. Enters (scans) tenprints into AFIS for a technical search utilizing an AFIS full function workstation and performs quality control (clarity, centered) on fingerprint images.
4. Under close supervision, compares possible matches generated by AFIS to determine whether the prints are of the same person. Fingerprint comparison work is subject to review by a higher level technician.
5. Assists a higher level technician in consolidating, filing and retrieving criminal history records/arrest charge documents.
6. Completes form letters to other agencies for the supervisor's signature.

7. Searches criminal history records and other documents for information as requested.

CRIMINAL IDENTIFICATION TECHNICIAN II (8.768)

Complexity: Receives on-the-job training in fingerprint classification, searching, and filing methods; enters/verifies arrest record data and fingerprints in AFIS; and independently performs tenprint fingerprint comparisons which are subject to review by a higher level technician for accuracy.

Supervisory Controls: Receives specific guidance and instruction in tenprint fingerprint classification, searching and filing methods and practices; and completed work is reviewed by a higher level technician.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Receives on-the-job training in tenprint fingerprint classification, search and filing methods for criminal identification purposes.
2. Compares arrest record fingerprints with the AFIS files or the master fingerprint files and determines whether the fingerprints are of the same person. Matches are subject to the review of a higher level technician to verify accuracy.
3. Reviews various error messages resulting from the automated lights-out identification process, and using a computer workstation, makes any necessary corrections to CJIS-Hawaii, AFIS, the fingerprint archive, mug photo, and/or FBI systems.
4. As directed, independently consolidates and files criminal history records/arrest charge documents.
5. As directed, assists in the expungement of criminal records by retrieving arrest charge documents.
6. In addition, may perform work characteristic of the next lower level.

CRIMINAL IDENTIFICATION TECHNICIAN III (8.769)

Complexity: Independently compares arrest record fingerprints with AFIS and master tenprint records for criminal identification purposes; provides expert tenprint courtroom testimony as required; receives on-the-job training in latent fingerprint examination methods and practices; and expunges criminal records in accordance with expungement orders.

Supervisory Controls: Tenprint fingerprint classification and comparison work is performed independently. Receives specific guidance and instruction on latent fingerprint examination methods and techniques; and completed work is reviewed by the Criminal Identification Supervisor or a higher level technician.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Independently compares arrest record and job applicant fingerprints with AFIS files or the master fingerprint files and determines whether the fingerprints are of the same person.
2. Testifies in court as a tenprint expert. May prepare a written report documenting tenprint comparison findings.
3. Verifies accuracy of fingerprint comparison work of lower level technicians. Consolidates records if arrest record fingerprints match tenprints in the AFIS database; or enters arrest record fingerprints into the permanent AFIS database if arrest record fingerprints do not match tenprint records in the AFIS database.
4. Receives on-the-job training in latent fingerprint examination methods and practices. Performs comparison of tenprint to unsolved latent fingerprints under close supervision.
5. Assists in training lower level Criminal Identification Technicians in tenprint fingerprint classification and comparison.
6. Independently retrieves and annotates arrest charge documents for expungement, in accordance with expungement orders.
7. In addition, may perform work characteristic of the next lower level.

CRIMINAL IDENTIFICATION TECHNICIAN IV (8.670)

Complexity: Examines latent fingerprints obtained from crime scenes and evaluates prints in order to establish the identity of suspects; and testifies in federal and State courts in regards to tenprint and latent fingerprint examinations.

Supervisory Controls: Work is performed under the general supervision of the Criminal Identification Supervisor.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Encodes (indicates minutae) and launches latent to tenprint fingerprint searches using AFIS; compares latent and tenprint fingerprints and determines identification or non-identification of latent to tenprint searches.
2. Makes final determinations of identifications or non-identifications of tenprint, and latent to tenprint searches made by lower level technicians.
3. Testifies in federal and State courts concerning tenprint and latent fingerprint examination as an expert witness. Prepares written report to document latent fingerprint examination findings.
4. Ensures that the overall quality of fingerprint images (latent and tenprint) and data in AFIS is maintained.
5. Provides training to lower level Criminal Identification Technicians and personnel from other jurisdictions (local law enforcement and other governmental agencies) in tenprint and latent fingerprint examination as required.
6. Advises and assists county law enforcement agencies in latent and tenprint fingerprint examinations as required.
7. Responsible for the monitoring and maintenance of various databases. Monitors database storage availability and flags records for possible deletion (e.g., unsolved latents whose statute of limitations has been exceeded). Works with county police departments to delete unnecessary records. Processes deletions of records from tenprint and unsolved latent databases as a result of expungements, deaths or consolidations.
8. Assists in the performance of database system maintenance procedures; and runs daily system checks, operational readiness tests and preventive

maintenance tests. Provides supervisor with standard and ad hoc system generated reports (e.g., system operations status, work volume, throughput, database quality).

9. In addition, may perform work described at the lower levels.

KNOWLEDGE AND ABILITIES REQUIRED: *(The knowledge and abilities required to effectively perform the key duties of these classes are indicated in the following table. The degree of each knowledge/ability required is commensurate with the scope and level of complexity of the duties and responsibilities that are reflected in each class.)*

“P” indicates a prerequisite knowledge/ability that must be brought to the job.

“A” indicates a knowledge/ability that is required for full performance that may be acquired on the job, within the probationary period.

	I	II	III	IV
KNOWLEDGE OF:	P	P	P	P
1. English grammar, spelling and arithmetic	P	P	P	P
2. Office practices and procedures	P	P	P	P
3. Hawaii’s criminal justice information system procedures (e.g., AFIS, CJIS-Hawaii system); functions/activities of criminal justice agencies and their relationship with criminal identification processes; criminal history recordkeeping practices; and pertinent laws, policies and procedures	A	P	P	P
4. Fingerprint patterns and characteristics; fingerprint references; basic fingerprint comparison methods and practices	A	P	P	P
5. Fingerprint search and filing methods and practices; FBI extensions	--	A	P	P
6. Methods and techniques involved in latent fingerprint examination; basic knowledge of practices and procedures relating to the handling of latent fingerprints for criminal identification purposes (e.g., rules of evidence, chain of custody).	--	--	A	P
7. AFIS processes, capabilities and requirements	A	A	P	P
8. Laws relating to criminal records (e.g., statutes of limitations for various offenses).	--	--	--	P

	I	II	III	IV
ABILITY TO:	P	P	P	P
1. Compare names and numbers quickly and accurately				
2. Input alphanumeric data quickly and accurately	P	P	P	P
3. Identify fingerprint patterns and indicate core markings	A	P	P	P
4. Compare fingerprints to determine whether the prints are of the same person; verify fingerprints in an AFIS	A	P	P	P
5. Classify, search for and file tenprint fingerprints	--	A	P	P
6. Verify the accuracy of fingerprint classification and comparison work of others	--	P	P	P
7. Determine the identity of persons through examination of latent fingerprints	--	--	A	P
8. Consolidate, file and retrieve criminal history/arrest records	A	P	P	P
9. Retrieve and annotate criminal history records/arrest charge documents for expungement	A	P	P	P
10. Read and understand detailed manuals, instructions and other similar material	P	P	P	P
11. Follow written and oral instructions	P	P	P	P
12. Communicate clearly and effectively, orally and in writing	P	P	P	P
13. Testify in court as a tenprint expert	--	--	P	P
14. Testify in court as a latent fingerprint expert	--	--	--	P
15. Advise and instruct others in fingerprint classification, tenprint and latent fingerprint examination methods and practices and the use of AFIS.	--	--	--	P

MINIMUM QUALIFICATION REQUIREMENTS

Applicants must have had work experience of the kind, amount and quality described below, or any equivalent combination of training and experience.

Class Title	Clerical Exp (years)	Fingerprint Classification Exp (years)	Total Exp (years)
Criminal ID Tech I	2	0	2
Criminal ID Tech II	2	1	3
Criminal ID Tech III	2	2	4
Criminal ID Tech IV	2	3	5

Clerical Experience: Progressively responsible work experience which included the performance of a variety of clerical tasks which demonstrated familiarity with common office procedures and equipment; knowledge of English grammar and spelling; the ability to read and understand detailed manuals, instructions and other similar material; carry out procedures in clerical work systems, compare words and numbers quickly and accurately; perform basic arithmetic operations (addition, subtraction, multiplication, division); and input alphanumeric data quickly and accurately.

Fingerprint Classification Experience: Progressively responsible work experience which included identifying fingerprint patterns and references; comparing fingerprints; classifying, searching and filing fingerprints; and criminal history record keeping.

For the Criminal ID Technician III and IV levels, at least one year of experience must have demonstrated knowledge of and ability to independently classify, search and file fingerprints and compare tenprints for criminal identification purposes. For the Criminal ID Technician IV level, such experience must also have demonstrated knowledge and ability to independently examine latent fingerprints from crime scenes.

Substitutions Allowed

1. Graduation from high school, or equivalent, may be substituted for six (6) months of Clerical Experience.
2. Successful completion of a substantially full-time clerical/office support/business technology curriculum leading to a degree, diploma or a certificate of

achievement at an accredited community college, business or technical school, which included courses in English, arithmetic and general clerical procedures may be substituted for the Clerical Experience on the basis of fifteen (15) semester credit hours for six (6) months of experience, up to a maximum of one (1) year.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the specifications for the classes CRIMINAL IDENTIFICATION TECHNICIAN I, II, III and IV (CRIMINAL ID TECHNICIAN I, II, III and IV), which were approved on April 1, 1997.

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