

Identification Technician I

DEFINITION

This is complex work with the primary purpose to obtain fingerprints, mugshots and any other measurements or processes necessary to establish the identity of accused persons.

Employees of the class perform fingerprint analysis, classification, comparison and identification; preparation of tenprints fingerprints for AFIS; and the taking of DNA standards for those persons ordered by the courts and fingerprinting for applicants for various positions that require security clearance.

Technicians will act independently once fully trained with atypical situations being referred to a supervisor.

TYPICAL DUTIES *

The fingerprint component of this position requires the person to be detailed, thorough and accurate in the gathering and obtaining fingerprints and personal information from charged persons. This process begins the criminal record profile for charged persons. The technician must understand the Criminal Code, the authority upon which they act under and the charges that are printable offences.

Analysis and comparison of fingerprints for confirmation of identity and comparison of friction ridge impressions for suspect identification purposes. Conduct fingerprint searches on Automated Fingerprint Identification System (AFIS).

Take DNA samples (blood, hair and buccal) from persons ordered by the courts to submit such samples; to properly record information and submit the samples to the Canadian DNA databank.

Review and comply with Court Orders, releasing information to the Courts and service of Court certificates.

Provide expert testimony in Court for both fingerprints and DNA collection evidence.

Conducts name checks by processing inquiries on data base such as EPROS, CPIC, JOIN and COMIS.

Prepares DNA related reports, memos, reports for Obstruct Peace Officer/Personation.

Performs other related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the Criminal Code, the Identification of Criminals Act, the authority they act under and also the charges that are printable offences.

Henry Fingerprint Classification System, the FOIP Act, the Criminal Code and Alberta Peace Officer Act.

Ability to take DNA samples from a convicted person.

Knowledge of fingerprinting techniques and practices and the use of fingerprint equipment.

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Ability to handle and resolve confrontational situations. Deal effectively with sensitive issues on a continuous basis.

Ability to deal tactfully with persons who require fingerprinting.

Ability to follow court orders.

Accuracy and attention to detail.

Ability to communicate effectively, orally and in writing.

Ability to maintain moderately complex records.

The ability to perform the physical demands of the position including but not limited to: work in confined space, stand for prolonged periods of time and able to withstand strenuous activity.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

The completion of a two (2) year Community College Law Enforcement Diploma with a minimum of two years of experience in fingerprint processing.

Identification Technicians are in contact with a variety of people and may be exposed to infectious diseases, poor hygiene, violent outburst and psychologically unstable individuals and as such will require in house safety training.

This is a 24/7 position and will operate on a rotating shift basis.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	2147		2148	
Last Updated:	September 2024			
Previous Updates:				
Originated:	January 2009			