Identification Technician II

DEFINITION

Employees of this class provide supervision of subordinate Identification Technician positions. Employees in this position will be involved in hiring, training and development of subordinates. The Supervisor will provide leadership, evaluate workload and performance management. This is complex work with the purpose to obtain fingerprints, mugshots and any other measurements or processes necessary to establish the identity of accused persons.

Employees of the class provide oversight, mentorship and direction to those who perform fingerprint analysis, classification, comparison and identification; perform ridge comparison for the purposes of providing suspects from latent fingerprints left at crime scenes; preparation of tenprints and latent 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.

TYPICAL DUTIES *

Participate in the recruitment, training and development of Identification Technician I. Evaluate workload, performance and quality of work of the Identification Technician I.

Provide leadership in the implementation of business practices in conjunction with the development and implementation of policies and procedures.

Develop and implement ongoing training processes for the Identification Technician I.

Develop and manage annual capital budgets.

Co-ordinate the efficient operation and minimize operational deficiencies. Perform database management.

Assist in the administration of the AFIS and RCMP Transcoder database.

Co-ordinate the implementation of Real Time Identification (RTID) project with the RCMP.

Confirm all latent fingerprint identifications prior to providing information to crime scene investigators.

Troubleshoot procedures with AFIS and Mugshot System and assist other police agencies that are networked to these computer systems.

Profound working knowledge of the Criminal Code, the Identification of Criminals Act, and ensuring the unit is operating under the specific authorities of the Acts.

Analysis and comparison of fingerprints for confirmation of identity and comparison of friction ridge impressions for suspect identification purposes. Conduct fingerprint searches (tenprint and latent) 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 in the taking and identification of fingerprint evidence.

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

Performs other related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Ability to develop an effective work environment and provide team leadership and supervision.

Strong verbal and written communication skills, including the ability to prepare clear, concise reports and evaluate employee performance.

Demonstrated supervisory, problem solving, administration and decision making skills.

Have extensive knowledge of the Criminal Code, 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

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 five (5) years of experience in law enforcement experience.

A minimum of three (3) years of law enforcement experience within an AFIS and Fingerprinting environment.

Must be able to obtain and maintain Community Peace Officer II status.

Identification Technician II 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 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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	21M	21A	21B	21C
Salary Plan	21M	21A	21B	21C
Job Code	2149		2150	024
Grade	022			

Last Updated:	2016-16 (Removal of # of Subordinates)
Previous Updates:	
Originated:	2009-01