

## Police Identification Technician

FLSA Status:  
Bargaining Unit:

Covered  
District Council of Trade Unions (DCTU)

### General Summary

Positions in this broad class obtain, classify, search and verify fingerprints of all individuals who are arrested in Multnomah County. These positions work in the jail, the juvenile facility and the Identification Division offices.

### Police Identification Technician, Trainee - 30000303

#### Distinguishing Characteristics

The trainee level of this class typically assists with and learns the full range of fingerprint identification services.

#### Typical Duties/Examples of Work

1. Assists with and learns to obtain high quality fingerprints of adults and juveniles using electronic capture technology or inked prints; assists with and learns to obtain palm prints as requested for investigators; escorts individuals in the jail.
2. Assists with and learns to classify and search fingerprints against database fingerprints; learns to compare prints and make identifications.
3. Assists with and learns to write and distribute reports based on fingerprint identification.
4. Assists with and learns to verify identities.
5. Assists with and learns to distribute fingerprint, demographic and identification information to various city, county and state agencies for accurate record-keeping; Assists with and learns to perform criminal history checks and other research; maintains records and inputs information; duplicates and distributes materials.
6. Learns to testify in state and federal courts about fingerprint identifications in criminal matters, deportation matters, extradition hearings and identification hearings.
7. Takes visual images of juveniles; makes Police identification cards; assist officers in photo line-ups.

- 8. Assists with and learns to seal and expunge fingerprint and photo records by court order.
- 9. Provides a variety of back-up and peak-load support, such as answering and referring calls, assigning crime calls to investigators, accepting evidence and assisting the public.
- 10. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Knowledge of: basic law enforcement procedure and terminology

Ability to: communicate effectively, orally and in writing; observe and match fine detail; obtain high-quality prints from subjects; establish and maintain effective interpersonal relationships with a diversity of others; operate a wide variety of law enforcement and fingerprint computer systems; and independently learn and continue learning in a structured and disciplined environment, by way of the following: technical manuals. Online training, opportunities, classroom and lecture situations, and one-on-one demonstration

**Special Requirements**

Must be PPDS and LEDS certified within 90 days of appointment. Must possess or be able to obtain a valid driver's license by the date of appointment.

**Classification History:**

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99 This class is composed of the following classes:  
5111 Police ID Technician Trainee Revised 09-21-84

Revision: 3-08-07:

Described ability needed to learn required skills. Clarified current requirements to include valid driver's license and timeframe for public safety certifications.

June 2009 - Change Job Class number from 5171 to 30000303, due to system change.

**Police Identification Technician - 30000304**

**Distinguishing Characteristics**

The journey level of this class typically obtains high-quality fingerprints at the jail and juvenile hall, compares and identifies prints against database fingerprints, and provides testimony in court about fingerprint identifications. It differs from the

Trainee by being fully qualified and proficient to independently perform all aspects of the work.

**Typical Duties/Examples of Work**

1. Obtains high quality fingerprints of adults and juveniles using electronic capture technology or inked prints; obtains palm prints as requested for investigators; escorts individuals in the jail.
2. Classifies and searches fingerprints against database fingerprints; compares prints and makes identifications.
3. Writes and distributes reports based on fingerprint identification to support serving warrants, placing detainers, correcting jail records and assist in decision-making on release or detention.
4. Verifies identities; notifies jail of wrong identities based on fingerprint identification.
5. Distributes fingerprint, demographic and identification information to various city, county and state agencies for accurate record keeping; performs criminal history checks and other research; maintains records and inputs information; duplicates and distributes materials.
6. Testifies in state and federal courts about fingerprint identifications in criminal matters, deportation matters, extradition hearings and identification hearings.
7. Takes visual images of juveniles; makes Police identification cards; assist officers in photo line-ups.
8. Seals and expunges fingerprint and photo records by court order.
9. Provides a variety of back-up and peak-load support, such as answering and referring calls, assigning crime calls to investigators, accepting evidence and assisting the public.
10. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Knowledge of: classification and identification of fingerprints

Ability to: read, interpret and categorize data with high degree of accuracy

Skill in: obtaining quality prints from potentially difficult subjects; a wide variety of law enforcement and fingerprint computer systems; making effective presentations in court

**Special Requirements**

Successful completion of FBI Basic Fingerprinting; AFIS certification; as well as those requirements specified for Police Identification Technician Trainee.

**Classification History:**

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:

5172 Police ID Technician I      Adopted 06/21/77 (formerly titled Identification Technician)  
Revised 05/21/85; 02/28/91

Revision: 3-08-07

Clarified that special requirements include those specified for Police ID Tech Trainee.

June 2009 - Change Job Class number from 5172 to 30000304, due to system change.

**Police Identification Technician, Lead      -      30000305**

**Distinguishing Characteristics**

The lead level of this class typically provides lead direction and training to Police Identification Technicians and Trainees. It differs from the Police Identification Technician in its lead responsibilities, including quality control and input to performance. It also performs the work of the Police Identification Technician. Note: This is a premium pay class for assignment of lead duties. Employees do not accrue seniority or obtain status in this class. Employee is assigned from a base class.

**Typical Duties/Examples of Work**

1. Provides lead direction to staff; schedules work, approves vacations, posts, assigns and equalizes overtime; orders mandatory overtime as necessary; reviews time sheets.
2. Reviews fingerprint quality and interpretations; takes or recommends corrective action as appropriate.

3. Addresses and resolves or recommends resolution of staff personnel problems; reports to supervisor as needed.
4. Provides training of new technicians during shift.
5. Provides input during formulation and review of Standard Operating Procedures and bureau general orders as they relate to fingerprint identification operations.
6. Develop and implement improvements to service and communication.
7. Establish priorities for tasks and coordinates duties of technicians during shift.
8. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Knowledge of: effective principles and practices of leadership

Ability to: schedule and assign the work of others

Skill in: demonstrating techniques to others; providing training to others; providing lead direction to staff; including assigning and reviewing work

**Special Requirements**

Same as Police Identification Technician

**Classification History:**

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:  
5173 Police ID Technician II Adopted 06/21/77  
Revised 05/21/85; 02/28/91

June 2009 - Change Job Class number from 5173 to 30000305, due to system change.

**Working Conditions**

Work in this class is typically performed in an office and correctional facility environment. Incumbent is typically required to work in and around inmates; to exercise extreme visual concentration and accuracy.