



EDWARD M. BIRN
Director (Direktot)
ELIZABETH T. FISHER
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION
(Dibision Inadilanto yan Guinaha Para Taotao)
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LOURDES A. LEON GUERRERO
Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

April 29, 2025

HRD NO.: 25-138

MEMORANDUM

To: Director of Administration
From: Personnel Services Administrator, Department of Administration
Subject: Amendment of Positions
RE: Latent Fingerprint Examiner series

Buenas yan Håfa Adai! This memorandum is respectfully requesting approval to amend the current class specifications for the Latent Fingerprint Examiner I, II and Supervisor positions, located in the Forensic Science Division within the Guam Police Department.

The Latent Fingerprint Examiner series was amended in April 2019. The proposed amendment reflects a change to the minimum experience and training requirements to allow for any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills. This amendment is intended to address the challenges of receiving qualified applicants for the position based on the educational requirements alone. The proposed amendments for the Latent Fingerprint Examiner series of positions are as follows, with no change to the current pay grades:

Minimum Experience and Training

Latent Fingerprint Examiner I

- A. Graduation from a recognized college or university with an Associate's degree in Criminal Justice, Forensic Science, Chemistry, Biology, or closely related field; **or**
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skill.

Latent Fingerprint Examiner II

- A. Two (2) years of technical experience in fingerprint classification, examination and identification; and graduation from a recognized college or university with an Associate's degree in Criminal Justice, Forensic Science, Chemistry, Biology, or closely related field; **or**
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skill.

Latent Fingerprint Examiner Supervisor

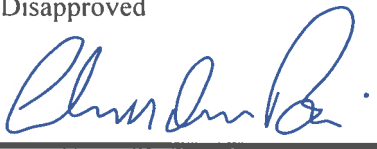
- A. Four (4) years of work experience, including one (1) year experience as a lead in fingerprint classification, examination and identification; and graduation from a recognized college or university with a Bachelor's degree in Criminal Justice, Forensic Science, Chemistry, Biology, or closely related field: or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skill.

Upon approval of this request, the proposal will be posted on the Department of Administration's website for a period of ten (10) working days, with a copy of the proposal being forwarded to the requesting department to be posted on their website, pursuant to 4 GCA §6303(c)(2). Additionally, electronic copies will be provided to the various local media outlets to fulfill the transparency and disclosure requirements. After the 10-day period has expired, the proposed job specification will be sent to the Governor for final approval.

Your consideration of the above request is greatly appreciated. Should you have any questions, please do not hesitate to contact our Classification and Pay Branch at 475-1174/1201.
Dångkolo na Agradesimiento!

For: 
TONY C. AGUON

Attachments

<input checked="" type="checkbox"/> Approved
<input type="checkbox"/> Disapproved

EDWARD M. BIRN, Director Department of Administration
Date: 5/1/25



GUAM POLICE DEPARTMENT

DIPATTAMENTON POLISIAN GUAHAN

Government of Guam



LOURDES A. LEON GUERRERO
Governor

JOSHUA F. TENORIO
Lieutenant Governor

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STEPHEN C. IGNACIO
Chief of Police

JOSEPH S. CARBULLIDO
Police Commander

February 07, 2025

Edward Birn, Director
Department of Administration
GITC Building, Suite 224
590 S. Marine Corps Drive
Tamuning, GU 96913

COPY

Subject: REQUEST TO AMEND JOB SPECIFICATIONS
Re: Latent Fingerprint Examiner Series

Dear Mr. Birn,

Hafa Adai yan Saludas! The Guam Police Department respectfully requests your assistance in updating the job specifications for the Latent Fingerprint Examiner Series currently on file at the Department of Administration. Although the series was amended in 2019, the subject matter experts from the Guam Police Department's Forensic Science Division (Latent Fingerprint Analysis Unit) were not provided the opportunity to submit their input during the revision process.

This memorandum serves as a formal request to address this oversight and ensure that the job specifications reflect the expertise and ever-evolving responsibilities of the professionals in the Latent Fingerprint Analysis Unit.

To better align with current operational needs and standards within the field of Forensic Friction Ridge Science, we kindly ask for a review and update to the job specifications for the following positions:

- Latent Fingerprint Examiner I
- Latent Fingerprint Examiner II
- Latent Fingerprint Specialist
- Latent Fingerprint Supervisor

RECEIVED

FEB 24 2025 2:23 PM
Department of Administration
Director's Office

Edward Birn, Director
Department of Administration
Subject: Request To Amend Job Specifications
RE: Latent Fingerprint Examiner Series
Date: February 7, 2025

Attached are the amended Department of Administration's "Position Description Questionnaire" for the Latent Fingerprint Examiner Series.

As we intend to open positions in the near future, your assistance in this matter is greatly appreciated. We look forward to your prompt response and collaboration to finalize these necessary updates.

Respectfully yours,


STEPHEN C. IGNACIO
Chief of Police

NATURE OF WORK IN THIS CLASS:

This is entry level technical work involved in the analysis, comparison and evaluation of fingerprints and latent fingerprints recovered in criminal investigations and ten-print known subject comparisons.

Employees in this class perform routine duties after initial training and work under direct supervision on a variety of assignments, including latent print preparation, manual and digital image comparisons, operation of an Automated Fingerprint Identification System (AFIS); and other related duties as required by the Guam Police Department.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Analyze, identify and classify fingerprints; assists in pattern interpretation to determine pattern type of each finger or palm; performs minutiae count.

Code latent prints for entry into the AFIS.

Operate and monitor biometric systems including AFIS and Live Scan equipment and software.

Utilizes computer software related to digital/graphic imaging to facilitate the examination process of latent and known prints.

Performs latent and ten-print searches and comparisons using automated and manual methods of research.

Establishes and maintains a database of both ten-print and latent print, fingerprint records, reports and data.

Provides assistance at crime scenes, accidents; attends autopsies to obtain prints to identify victim and/or suspects.

Collect fingerprint impressions from parole/probation offenders for the Sex Offender Registry.

Process evidence utilizing conventional fingerprint powders and chemicals to develop, locate and lift finger/palm prints left at crime scenes.

Preserves and/or photographs latent print evidence to be used for comparisons with known inked impressions.

Transports and handles investigative evidence according to established protocols to maintain chain of custody, prevent contamination and ensure integrity of evidence.

Performs basic chemical, physical, and optical scientific techniques to locate physical evidence and to recover, compare and identify fingerprints in the laboratory.

Prepare exhibits, photographs and evidence for trial and court hearings; prepares detailed written reports and testifies in court as required.

May conduct oral presentations relative to the identification and comparison of ten-prints and latent prints to assist law enforcement officers and other interested parties.

Perform related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of technical law enforcement terminology.

Knowledge of basic fingerprint classification and identification systems.

Ability to operate a computer.

Ability to pass a visual acuity test which includes the ability to recognize and identify similarities and differences between shade, degree or value of colors; good depth perception and field of vision.

Ability to learn and develop skills related to making comparisons using fingerprints from both manual and automated systems; ability to see clearly using a handheld magnifier.

Ability to learn and develop skills in collecting fingerprints from deceased persons in varying states of decomposition.

Ability to learn the use of photographic equipment as applied to preparing photographic evidence.

Ability to apply the methods and procedures in development, collection and preservation of fingerprint evidence.

Ability to follow oral and written technical instructions, make accurate observations and work in a safe and prudent manner.

Ability to communicate effectively orally and in writing; and maintain records and prepare reports.

Ability to testify as an expert witness in court.

Ability to read, understand and follow departmental policies, rules, instructions, laws and ordinances, including the Guam Police Department's General Orders, Special Orders and Unit Directives.

Ability to establish and maintain effective working relationships with coworkers, police personnel, other forensic laboratories or law enforcement agencies, and the general public.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

- A. Graduation from a recognized college or university with an Associate's degree in Criminal Justice, Forensic Science, Chemistry, Biology, or closely related field; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS

Must possess a valid Guam Driver's License

ESTABLISHED: SEPTEMBER 1995

**AMENDED: MAY 2025
 APRIL 2019**

FLSA: NON-EXEMPT

PAYGRADE: I

HAY EVALUATION:	KNOW-HOW:	D I 1	132
	PROBLEM SOLVING:	C 3 (25%)	33
	ACCOUNTABILITY:	C 1 C	43
	TOTAL POINTS:		208

LOURDES A. LEON GUERRERO
Governor of Guam

EDWARD M. BIRN, Director
Department of Administration

DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

I. IDENTIFICATION

Official Position Title: <u>Latent Fingerprint Examiner I</u>	Official Position No.: _____
Job Location: <u>GUAM POLICE DEPARTMENT Forensic Science Division / CSR Section/ Fingerprint Unit</u> (Department/Agency) (Division) (Section/Unit)	
Name: _____	
Last	First
Middle Initial	Position Vacant
Pay Grade: <u>I</u> <input checked="" type="checkbox"/> Classified	<input type="checkbox"/> Unclassified
Supervisor: _____	
(Name of Direct Supervisor)	Title of Supervisor

II. DESCRIPTION OF DUTIES

Duty NO. or % of Time	<p>ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below.</p> <p>(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</p> <p>(2) Percentage of time and show % for each (total % equals 100%).</p> <p>(3) Order of importance, beginning with the most important.</p> <p>Mark (✓ or X) one format only: <input checked="" type="checkbox"/> (1), <input type="checkbox"/> (2), <input type="checkbox"/> (3)</p>
I.	<i>Analysis of Physical Evidence/Evidence Handling:</i>
(1.)	Analyze, examine, compare, and identify fingerprints determining the pattern type of each finger or palm; perform minutiae count; code latent prints for entry into an Automated Fingerprint Identification System;
(2.)	Operate and monitor Automated Fingerprint Identification System (AFIS) equipment.
(3.)	Perform latent and inked print searches, examinations, and comparisons using automated and manual searches;
(4.)	Assists in pattern interpretation of fingerprints/palm prints;
(5.)	Process evidence utilizing conventional fingerprint powder and chemicals to develop and lift fingerprints/palm in laboratory;
(6.)	Prepares exhibits/evidences for trial and court hearing;
(7.)	Prepare detailed written reports and testify in courts as required;
II.	<i>Courtroom Testimony:</i>
(1.)	Testify as an expert witness in local, federal and off-island courts to present finding on analysis of physical evidence
III.	<i>Evidence Handling:</i>
(1.)	Responsible for all physical evidence received for analysis to ensure the security and safety (properly preserved, handled, and accounted for) while in personal possession.

	NON-ESSENTIAL OR ADDITIONAL FUNCTIONS: List duties and responsibilities not listed above that may be performed, as assigned.
1	Type reports, letters, memorandums, and other administrative documents for
2	Responds to clients and telephone callers by furnishing authorized information as requested and referring to appropriate section;
3	Operate office equipment such as computer systems, computer scanner, Integrated Automated Fingerprint Identification System and photo copier for daily operation;
4	Maintain statistics on daily activity for reporting documentation;
5	General Cleaning;
6	Other duties as directed.
Duty NO. or % of Time	ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below. Mark (\ or X) one format only: [] (1), [] (2), [] (3)
IV.	Collection of Evidence:
1.	Assist with processing major crime scenes, when needed, and retrieve evidence for further analysis in the laboratory.
2.	Assist in the search, lifting and collecting of latent print evidence for analysis;
3.	Assist with the collection of fingerprint evidence at autopsies for evidential purposes;
4.	Collect fingerprint impressions from parole/ probation offenders as required for Sex Offender Registry;
5.	Collect fingerprint impressions from suspects or victims for the purpose of identification or elimination.
V.	Training/Demonstrations:
1.	Conduct lectures/demonstration on fingerprint and palm comparisons, latent print processing and development to law enforcement community and interested groups approved by the Chief of Police.

III. **CONTACTS:** Departments, agencies and individuals you deal with during the course of your daily activities.

A. Within your department / agency. Mark (X or √) one box:			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input type="checkbox"/> 15 – 50% of total working hours	<input checked="" type="checkbox"/> Over 50%
B. Outside your department / agency. Mark (X or √)			
<input type="checkbox"/> None	<input checked="" type="checkbox"/> Up to 15% of total working hours	<input type="checkbox"/> 15 – 50% of total working hours	<input type="checkbox"/> Over 50%

IV. **SUPERVISION RECEIVED:** How closely is the employee's/jobholder's work reviewed by the direct supervisor? Mark (X or √) one correct response.

<input checked="" type="checkbox"/>	Detailed and specific instructions / procedures received or followed for each assignment.
<input type="checkbox"/>	General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
<input type="checkbox"/>	Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
<input type="checkbox"/>	General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

V. **SUPERVISION EXERCISED:** The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
0		

VI. **EQUIPMENT:** List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

TOOLS / EQUIPMENT	PERCENT (%) OF TIME FOR EACH
Automated Fingerprint Identification System (AFIS)	40%
Magnifying glass pointer	20%
Office Machines (Computer system, Scanner, Photo Copier, Shredder)	8%
Forensic Equipment (Camera, Alternate Light Source, Fuming Chambers)	7%
AFIS Card Scan System (CSS)	3%
Government of Guam Official Vehicle	2%
Latent print processing and development	20%

VII. **JOB REQUIREMENTS**

Mark (√ or X) here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

A. **MINIMUM QUALIFICATION REQUIREMENTS:** List the minimum experience and training a qualified applicant must have before employment.

1. WORK EXPERIENCE: List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark (√ or X) "No work experience required."	
<input type="checkbox"/>	No work experience is required.

General: Operate office equipment such as computer systems, computer scanner, background in how to operate the Integrated Automated Fingerprint Identification System (IAFIS), and photo copier for daily operation;	
Specialized: Visual Activity – Examination and comparison of fingerprints and latent prints using a handheld magnifier and an Automated Fingerprint Identification System (AFIS), good command of technology	
Analytical Intelligence – Critical thinking skills such as analysis, interpretation and verbal adeptness, acute attention to detail, and problem solving and reasoning skills	
Supervisor / Management: None required	
If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.	
2. FORMAL EDUCATION OR TRAINING: Mark (✓ or X) the most applicable education level required.	
a. <input type="checkbox"/> Below High School – Show Number of Years	
b. <input checked="" type="checkbox"/> High School Graduation / GED	
c. <input type="checkbox"/> Vocational / Technical School	
Show specific training that is required by this position.	
<u>Criminal Justice, Forensic Science, Fingerprint Technology and / or Latent Print Technology</u>	
d. <input checked="" type="checkbox"/> Some College	
Show number of <input type="checkbox"/> Semester Hours <u>60</u> or <input type="checkbox"/> Quarter Hours <u>90</u> .	
Show specific courses required by the essential functions of this job.	
<u>English Composition or Report Writing; Mathematics or Statistics; Chemistry, Biology or Physical Science; Criminal Justice or Forensic Science; Chemistry.</u>	
e. College Degree (Show major area of study required.)	
<input type="checkbox"/> Associate's :	
<input type="checkbox"/> Bachelor's:	
<input type="checkbox"/> Master's:	
<input type="checkbox"/> Beyond Masters:	
3. CRITICAL SKILLS / EXPERTISE: List specialized skills or specialization needed to perform essential functions.	
Basic Computer Operation and Typing Skills	
Analyzing Data/ Analytical Skills	
Verbal Communication Skills, Problem analysis skills	

4. LICENSE, REGISTRATION OR CERTIFICATION:

List possession of required license, professional registration/certification needed to perform essential functions.

Valid Driver's License

Current Eye Examination from a Certified Optometry Clinic (within the last 6 months) (Pre-employment condition)

B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:

1. Mark (✓ or X) the most appropriate physical requirement(s) for the job.

- Sitting** The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
- Sitting** Employee is required to sit for extended periods or time without being able to leave the work area.
- Sitting/Standing/Walking** The employee is required to sit, stand, walk most of the time.
- Climbing** Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
- Lifting** Employee is required to raise or lower objects from one level to another regularly.
- Pulling and/or pushing** The job requires exerting force up to _____ pounds on a regular basis to move the object to or away from the employee.
- Carrying** The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s)
- Reaching** The employee is regularly required to use the hands and arms to reach for objects.
- Stooping and Crouching** The employee is regularly required to bend forward by bending at the waist or by bending legs and spine
- Crawling** Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
- Speaking** The job requires expressing ideas by the spoken word.
- Listening** The job requires the perception of speech or the nature of sounds in the air.
- Other** Describe the requirement.

Visual Acuity – Examination and comparison of fingerprints and latent prints using a handheld magnifier and an Automated Fingerprint Identification System (AFIS)

2. Mark (✓ or X) the most appropriate mental / visual requirement for the job.

- General Intelligence** (typical requirement for machine operators, office staff, etc.)
- Motor Coordination Skills** (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet** (typical for tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence** (typical for counselors, customer service representatives, etc.)
- Numerical Intelligence** (typical for an accounting clerk, cargo checker, etc.)
- Other: Analytical Intelligence – Critical thinking skills such as analysis, interpretation and deductive reasoning, General Intelligence for the operation of equipment with varying degrees of complexity.**

3. The job's most appropriate work environment and the weather exposure.

Show what percent of a typical workday is spent.
(Select one response only)

- 95% Indoors in a comfortable temperature-controlled environment (for instance, in an office)
- % Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)
- 5% Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- % Outdoors but in an enclosed vehicle protected from extreme weather conditions.

4. Other physical working conditions

Mark (X or √) if none of the following is applicable.

Show what percent of a typical workday this position is exposed to:

- 50 % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).
- % Vibration (i.e., operating jackhammer, impact wrench).
- % Noise (Exposure at a level enough to cause hearing loss or fatigue).
- % An improperly illuminated or awkward and confining work space.
- % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).
- 10 % Lifting or carrying items or objects. Describe item/object and weight:
Carrying of physical evidence, reagent bottles
- % Heat. Describe source and degree of high temperature.

- % Cold. Describe source and degree of cold temperature:

- 90 % Other hazards. Describe:
Processing of Evidence utilizing conventional fingerprint powders and chemicals to develop and lift fingerprints/ palm prints;
Potential disease hazard when in contact with victim

5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

Mark (X or √) if not applicable.

CONDITION	FREQUENCY OF EXPOSURE
Processing of Evidence utilizing conventional fingerprint powders and chemicals to develop and lift fingerprints/palm prints;	Case by case basis

- Immediate supervision only for new/complex tasks, or
- Little immediate supervision.

e. Does the employee participate in (mark those appropriate) the
 Formulation, Interpretation, and/or Application of Agency/Department policy. Give examples:

f. The employee (mark one)
 Performs routine, well-defined tasks,
 Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or
 Performs complex tasks requiring extensive knowledge of Agency's/Department's work.

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.


 Monica P. A. Salas, Chief Criminalist
 Signature of Immediate Supervisor

 Date


 STEPHEN C. [Redacted] CHIEF OF POLICE
 Signature of Department/Agency Head



 Date

IX.

Human Resources Office Review:

Date: _____

Reviewed by: _____
 Position Title

 Name

Classification Correct: Yes No

If not, corrective action taken: (Attach copy of review made)

Approved by: _____
 Human Resources Manager

 Date

NATURE OF WORK IN THIS CLASS:

This is moderately complex technical work involved in the analysis, comparison and classification, evaluation and identification of fingerprints and latent fingerprints recovered in criminal investigations and ten-print known subject comparisons.

Employees in this class perform the full range of technical duties under general supervision on a variety of assignments including latent print preparation, manual and digital image comparisons, operation of an Automated Fingerprint Identification System (AFIS), and other related duties as required by the Guam Police Department. Employees may lead the work and/ or training of lower level Latent Fingerprint Examiners.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Performs moderately complex analysis, comparison, classification, identification and pattern interpretation of fingerprints to determine the type of each finger or palm; perform minutiae count.

Code latent prints for entry into AFIS.

Operate and monitor biometric systems including AFIS and Live Scan equipment and software.

Utilizes computer software related to digital/graphic imaging to facilitate the examination process of latent and known prints.

Performs latent and inked print searches and comparisons using automated and manual methods.

Establishes and maintains a database of both ten-print and latent print, fingerprint records, reports and data.

Provides technical assistance at crime scenes, accidents; attends autopsies to obtain prints to identify victims and/or suspects.

Collect fingerprint impressions from parole/probation offenders for the Sex Offender Registry.

Perform moderately complex examinations of evidence utilizing appropriate chemical, physical, and optical scientific techniques; conventional fingerprint powders and chemicals to develop, locate and lift fingerprints/palm prints; various light sources,

cameras and lenses; and other necessary equipment at a crime scene or in the laboratory.

Preserves and/or photographs latent print evidence to be used for comparisons with known inked impressions.

Transports and handles investigative evidence according to established protocols to maintain chain of custody, prevent contamination and ensure integrity of evidence.

Prepare exhibits, photographs and evidence for trial and court hearings; prepare detailed written reports and provides expert testimony in court as required.

Conduct oral presentations relative to the identification and comparison of inked and latent prints to assist law enforcement officers and other interested parties.

Provide advice and guidance on technical aspects of procedures, and to facilitate processes with other government agencies.

Provide technical guidance and assists in training of lower level staff in fingerprint identification.

Perform related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of technical law enforcement terminology.

Knowledge of fingerprint identification and classification systems and related duties.

Knowledge of methods and procedures in development, collection and preservation of fingerprint evidence.

Knowledge of collecting fingerprints from deceased persons in varying states of decomposition.

Knowledge of making comparisons using fingerprints from both manual and automated systems.

Ability to operate a computer.

Ability to pass a visual acuity test which includes the ability to recognize and identify similarities and differences between shade, degree or value of colors; good depth perception and field of vision.

Ability to see clearly using a handheld magnifier and to recognize and distinguish patterns that are necessary for latent print comparison processes.

Ability to use photographic equipment as applied to preparing photographic evidence.

Ability to follow oral and written technical instructions, make accurate observations and work in a safe and prudent manner.

Ability to communicate effectively orally and in writing; and maintain records and prepare reports.

Ability to testify as an expert witness in court.

Ability to lead and provide training and guidance to lower level incumbents.

Ability to establish and maintain effective working relationships with coworkers, police personnel, other forensic laboratories or law enforcement agencies, and the general public.

Ability to read, understand and follow departmental policies, rules, instructions, laws and ordinances, including the Guam Police Department's General Orders, Special Orders and Unit Directives.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

- A. Two (2) years of technical experience in fingerprint classification, examination and identification; and graduation from a recognized college or university with an Associate's degree in Criminal Justice, Forensic Science, Chemistry, Biology, or closely related field: **or**

- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS

Must possess a valid Guam Driver's License.

ESTABLISHED: SEPTEMBER 1995

**AMENDED: MAY 2025
 APRIL 2019**

FLSA: NON-EXEMPT

PAYGRADE: J

HAY EVALUATION:	KNOW-HOW:	D I 2	152
	PROBLEM SOLVING:	D 3 (29%)	43
	ACCOUNTABILITY:	D 1 C	<u>57</u>
	TOTAL POINTS:		252

LOURDES A. LEON GUERRERO
Governor of Guam

EDWARD M. BIRN, Director
Department of Administration

DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

I. IDENTIFICATION

Official Position Title: <u>Latent Fingerprint Examiner II</u>	Official Position No.: _____
Job Location: <u>GUAM POLICE DEPARTMENT Forensic Science Bureau/Forensic Science Division/Latent Fingerprint Section</u> (Department/Agency) (Division) (Section/Unit)	
Name: _____ Last First Middle Initial	
Pay Grade: _____	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Position Vacant
Supervisor: _____	_____
(Name of Direct Supervisor)	Title of Supervisor

II. DESCRIPTION OF DUTIES

Duty NO or % of Time	<p>ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below.</p> <p>(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</p> <p>(2) Percentage of time and show % for each (total % equals 100%).</p> <p>(3) Order of importance, beginning with the most important.</p> <p>Mark (\ or X) one format only: <input type="checkbox"/> (1), <input type="checkbox"/> (2), <input checked="" type="checkbox"/> (3)</p>
	I. Analysis of Physical Evidence/Evidence Handling:
(1)	Collects, develops, evaluates, compares, and identified latent fingerprints or other impression evidence found at crime scenes or submitted to the Section, including whole, partial, fragmentary, or distorted latent finger and palm prints.
(2)	Operates computers and computer-related equipment associated with Automated Fingerprint Identification Systems.
(3)	Uses fingerprint comparators, magnifiers, ridge counters and other technical and scientific equipment for observing and comparing latent prints.
(4)	Assists in pattern interpretation of fingerprints/palm prints;
(5)	Process evidence utilizing conventional fingerprint powder and chemicals to develop and lift fingerprints/palm in laboratory;
(6)	Prepares exhibits/evidences for trail and court hearing;
(7)	Prepare detailed written reports with findings on analysis.
	II. Courtroom Testimony:
(1)	Provides expert testimony, methodology, and identification in all aspects of latent print processing in local, federal and off-island court and formal hearings.
	III. Evidence Handling:
(1)	Responsible for all physical evidence received for analysis to ensure the security and safety (properly preserved, handled, and accounted for) while in personal possession.
(2)	Follows established procedures for maintaining chain of custody.

	NON-ESSENTIAL OR ADDITIONAL FUNCTIONS: List duties and responsibilities not listed above that may be performed, as assigned.
(1)	Type reports, letters, memorandums, and other administrative documents for
(2)	Responds to clients and telephone callers by furnishing authorized information as requested and referring to appropriate section;
(3)	Operate office equipment such as computer systems, computer scanner, Integrated Automated Fingerprint Identification System and photo copier for daily operation;
(4)	Maintain statistics on daily activity for reporting documentation;
(5)	General Cleaning;
(6)	Other duties as directed.
Duty NO. or % of Time	ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below Mark (✓ or X) one format only: [] (1), [] (2), [] (3)
IV.	Collection of Evidence:
(1)	Assist in the search, lifting and collecting of latent print evidence for analysis;
(2)	Attends autopsies to obtain prints from deceased person(s), as needed;
(3)	Collect fingerprint impressions from parole/ probation offenders as required for Sex Offender Registry;
(4)	Collect fingerprint impressions from suspects or victims for the purpose of identification or elimination.
(5)	Assist with processing major crime scenes, when needed, and retrieve evidence for further analysis in the laboratory, as needed.
V.	Training/Demonstrations:
(1)	Conduct lectures/demonstration on fingerprint and palm comparisons, latent print processing and development to law enforcement community and interested groups approved by the Chief of Police.

III. CONTACTS: Departments, agencies and individuals you deal with during the course of your daily activities.

A. Within your department / agency. Mark (X or √) one box:			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input type="checkbox"/> 15 – 50% of total working hours	<input checked="" type="checkbox"/> Over 50%
B. Outside your department / agency. Mark (X or √)			
<input type="checkbox"/> None	<input checked="" type="checkbox"/> Up to 15% of total working hours	<input type="checkbox"/> 15 – 50% of total working hours	<input type="checkbox"/> Over 50%

IV. SUPERVISION RECEIVED: How closely is the employee's/jobholder's work reviewed by the direct supervisor? Mark (X or √) one correct response.

<input type="checkbox"/>	Detailed and specific instructions / procedures received or followed for each assignment.
<input checked="" type="checkbox"/>	General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
<input type="checkbox"/>	Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
<input type="checkbox"/>	General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

V. SUPERVISION EXERCISED: The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
None		

VI. EQUIPMENT: List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

TOOLS / EQUIPMENT	PERCENT (%) OF TIME FOR EACH
Automated Fingerprint Identification System (AFIS)	40%
Magnifying glass pointer	40%
Office Machines (Computer system, Scanner, Photo Copier, Shredder)	8%
Forensic Equipment (Camera, Alternate Light Source, Fuming Chambers)	7%
AFIS Card Scan System (CSS)	3%
Government of Guam Official Vehicle	2%
Latent print processing and development	20%

VII. JOB REQUIREMENTS

Mark (√ or X) here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

A. MINIMUM QUALIFICATION REQUIREMENTS: List the minimum experience and training a qualified applicant must have before employment.

1. WORK EXPERIENCE: List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark (√ or X) "No work experience required."
--

<input type="checkbox"/> No work experience is required.	
General: Operate office equipment such as computer systems, computer scanner, fax machine and phot copier for daily operation;	2 years
Specialized: Visual Activity – Examination and comparison of fingerprints and latent prints using a handheld magnifier and an Automated Fingerprint Identification System (AFIS)	2 years
Analytical Intelligence – Critical thinking skills such as analysis, interpretation and verbal adeptness.	2 years
Supervisor / Management:	
If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.	

2. FORMAL EDUCATION OR TRAINING:
 Mark (✓ or X) the most applicable education level required.

a. Below High School – Show Number of Years
 b. High School Graduation / GED
 c. Vocational / Technical School

Show specific training that is required by this position.

Successful completion of 160 hours of training/course work on fingerprint or latent print analysis, comparison and Evaluation by a recognized law enforcement agency, crime laboratory, or recognized professional institute or Organization AND two (2) year full-time experience as a Latent Fingerprint Examiner I with GPD, or equivalent, performing fingerprint analysis comparison and evaluation using the Automated Fingerprint Identification System.

d. Some College

Show number of Semester Hours 60 or Quarter Hours 90 .
 Show specific courses required by the essential functions of this job.

Math, Forensic Science, Natural Sciences, Physics, Biological Sciences, Criminalistics, Criminal Justice, Chemistry, or a closely related field.

e. College Degree (Show major area of study required.)

Associate's : Math, Forensic Science, Natural Sciences, Physics, Biological Sciences, Criminalistics, Criminal Justice, Chemistry, or a closely related field OR equivalent work experience of two years of full-time work experience with identifying and comparing latent print material.

Bachelor's: _____
 Master's: _____
 Beyond Masters: _____

3. CRITICAL SKILLS / EXPERTISE: List specialized skills or specialization needed to perform essential functions.

Basic Computer Operation and Typing Skills
 Analyzing Data/ Analytical Skills
 Verbal Communication Skills, Problem analysis skills

Communication skills – effectively conveys information clearly orally or in writing and demonstrates effective listening.
Teamwork and interpersonal skills – develops effective relationships with coworkers and supervisors.

4. LICENSE, REGISTRATION OR CERTIFICATION:

List possession of required license, professional registration/certification needed to perform essential functions.

Possession and proof of a Valid Driver's License

Certifications and education beyond High School to meet the required and preferred qualifications of the position.

B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:

1. Mark (√ or X) the most appropriate physical requirement(s) for the job.

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | Sitting | The job requires the employee to sit in a comfortable position most of the time. The employee can move about. |
| <input type="checkbox"/> | Sitting | Employee is required to sit for extended periods or time without being able to leave the work area. |
| <input checked="" type="checkbox"/> | Sitting/Standing/Walking | The employee is required to sit, stand, walk most of the time. |
| <input type="checkbox"/> | Climbing | Employee is required to climb ladders or scaffolding or to climb and work in overhead areas. |
| <input type="checkbox"/> | Lifting | Employee is required to raise or lower objects from one level to another regularly. |
| <input type="checkbox"/> | Pulling and/or pushing | The job requires exerting force up to _____ pounds on a regular basis to move the object to or away from the employee. |
| <input type="checkbox"/> | Carrying | The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s). |
| <input checked="" type="checkbox"/> | Reaching | The employee is regularly required to use the hands and arms to reach for objects. |
| <input type="checkbox"/> | Stooping and Crouching | The employee is regularly required to bend forward by bending at the waist or by bending legs and spine. |
| <input type="checkbox"/> | Crawling | Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees. |
| <input checked="" type="checkbox"/> | Speaking | The job requires expressing ideas by the spoken word. |
| <input checked="" type="checkbox"/> | Listening | The job requires the perception of speech or the nature of sounds in the air. |
| <input checked="" type="checkbox"/> | Other | Describe the requirement. |

Visual Acuity – Examination and comparison of fingerprints and latent prints using a handheld magnifier and an Automated Biometrics Identification System (ABIS)

2. Mark (√ or X) the most appropriate mental / visual requirement for the job.

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> | General Intelligence (typical requirement for machine operators, office staff, etc.) |
| <input type="checkbox"/> | Motor Coordination Skills (typical for automotive mechanic, painter, etc.) |
| <input type="checkbox"/> | Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.) |
| <input type="checkbox"/> | Verbal Intelligence (typical for counselors, customer service representatives, etc.) |
| <input type="checkbox"/> | Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.) |
| <input checked="" type="checkbox"/> | Other: <u>Analytical Intelligence – Critical thinking skills such as analysis, interpretation and deductive reasoning, General Intelligence for the operation of equipment with varying degrees of complexity.</u> |

3. The job's most appropriate work environment and the weather exposure.

Show what percent of a typical workday is spent
(Select one response only)

- 95% Indoors in a comfortable temperature-controlled environment (for instance, in an office).
- ____% Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc)
- 5% Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- ____% Outdoors but in an enclosed vehicle protected from extreme weather conditions.

4. Other physical working conditions

Mark (X or \) if none of the following is applicable.

Show what percent of a typical workday this position is exposed to:

- 100 % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).
- ____% Vibration (i.e., operating jackhammer, impact wrench).
- ____% Noise (Exposure at a level enough to cause bearing loss or fatigue).
- 100% An improperly illuminated or awkward and confining work space.
- ____% Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).
- 10 % Lifting or carrying items or objects. Describe item/object and weight:
Carrying of physical evidence, reagent bottles
- ____% Heat. Describe source and degree of high temperature.

- ____% Cold. Describe source and degree of cold temperature:

- 90 % Other hazards. Describe:
Exposure to hazardous conditions such as chemicals, human body fluids, and adverse weather and/or environmental conditions.

5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

Mark (X or \) if not applicable.

CONDITION	FREQUENCY OF EXPOSURE
Exposure to hazardous conditions such as chemicals, human body fluids, And adverse weather and/or environmental conditions.	Case by case basis
Authorized 4% Temporary Hazardous/Environmental Duty Pay by the Dept. of Labor 3/22/24 for the period of 3/25/24-3/25/29. Implemented by the DOA Payroll Division PPE#16, 2024	Compensation shall be entitled for each pay period worked unless the employee is on approved leave status.

C. Work Schedule/Hours – Mark (✓ or X) the most appropriate work schedule/hours for the job.

<input type="checkbox"/>	Regular – Standard Eight (8) hours daily, Monday – Friday
<input type="checkbox"/>	Irregular – Shift work – A 24-hour work operation. 12-hour shifts
<input checked="" type="checkbox"/>	Regular / Irregular – Overtime hours with overtime pay entitlement State Purpose and Total Hours required per pay period: <u>Purpose: To provide timely analysis and results for prosecutorial and investigative needs</u> <u>Total hours: As needed to complete analysis. Case by case basis.</u>
<input type="checkbox"/>	Regular / Irregular – Overtime hours without overtime pay entitlement State Purpose and Total Hours required per pay period:

The information given on this position is complete and correct.

Signature of Employee

Date

VII. SUPERVISOR'S REVIEW

IMPORTANT: This Block to Be Filled Out Only by The Direct Supervisor

a.	(1) Has the employee correctly stated his or her official payroll position title? <input type="checkbox"/> Yes <input type="checkbox"/> No								
	(2) If not, what is the correct title? _____								
b.	(1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? <input type="checkbox"/> Yes <input type="checkbox"/> No								
	(2) If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____								
c.	What positions under your supervision perform the same essential functions Give name and title:								
	<table border="0"> <thead> <tr> <th style="text-align: center;">Name</th> <th style="text-align: center;">Title</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Name	Title	_____	_____	_____	_____	_____	_____
Name	Title								
_____	_____								
_____	_____								
_____	_____								

d. Does this position require (mark one)

Immediate supervision on a regular basis,

Immediate supervision only for new/complex tasks, or

Little immediate supervision.

e. Does the employee participate in (mark those appropriate) the

Formulation, Interpretation, and/or Application of Agency/Department policy. Give examples:


f. The employee (mark one)

Performs routine, well-defined tasks,

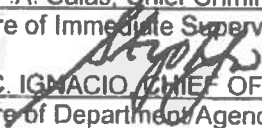
Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or

Performs complex tasks requiring extensive knowledge of Agency's/Department's work.

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.




 Monica P.A. Salas, Chief Criminalist
 Signature of Immediate Supervisor



 STEPHEN C. IGNACIO, CHIEF OF POLICE
 Signature of Department/Agency Head

 Date



 Date

IX.

Human Resources Office Review:

Date: _____

Reviewed by: _____
 Position Title

 Name

Classification Correct: Yes No

If not, corrective action taken: (Attach copy of review made)

Approved by: _____
 Human Resources Manager

 Date

NATURE OF WORK IN THIS CLASS:

This is complex technical supervisory work involved in the analysis, comparison and classification, evaluation and identification of fingerprints and latent fingerprints recovered in criminal investigations and ten print card known subject comparisons.

The Latent Fingerprint Supervisor independently plans and performs assignments involving critical identifications and sensitive legal problems. Incumbents perform in-depth analysis and comparisons of latent fingerprints recovered in criminal investigations and are highly experienced in ten-print and latent print examinations and provide training for lower level Latent Fingerprint Examiner positions.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Reviews and approves all examination reports for submission.

Supervises all facets involving Latent Fingerprint Examination.

Reviews and updates all administrative functions within the Fingerprint Unit.

Reviews and performs quality control of all documentation within the Fingerprint Unit.

Performs complex analysis, comparison, classification, identification and pattern interpretation of fingerprints to determine the type of each finger or palm; perform minutiae count.

Performs difficult fingerprint analysis of imperfect/partial fingerprint impressions to make identification.

Code latent prints for entry into AFIS.

Operate and monitor biometric systems including AFIS and Live Scan equipment and software.

Utilizes computer software related to digital/graphic imaging to facilitate the examination process of latent and known prints.

Performs latent and inked print searches and comparisons using automated and manual methods.

Communicates and reports results of examination to Investigative Units.

Establishes and maintains a database of both ten-print and latent print, fingerprint records, reports and data.

Provides technical assistance at crime scenes, accidents; attends autopsies to obtain prints to identify victim and/or suspects.

Collect fingerprint impressions from parole/probation offenders for the Sex Offender Registry.

Perform complex examinations of evidence utilizing appropriate chemical, physical, and optical scientific techniques; conventional fingerprint powders and chemicals to develop, locate and lift finger/palm prints; various light sources, cameras and lenses; and other necessary equipment at a crime scene or in the laboratory.

Transports and handles investigative evidence according to established protocols to maintain chain of custody, prevent contamination and ensure integrity of evidence.

Researches and devises new methods and technical development processes to improve fingerprint examination capabilities.

Devises and conducts new and appropriate combinations of techniques and chemical procedures.

Prepare exhibits, photographs and evidence for trial and court hearings; prepare detailed written reports and testify in court as an expert witness in complicated cases as required.

Conduct oral presentations relative to the identification and comparison of inked and latent prints to assist law enforcement officers and other interested parties.

Provide advice and guidance on technical aspects of procedures, and to facilitate processes with other government agencies.

Provide technical guidance and assists in training of lower level staff in fingerprint identification.

Perform related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Advanced knowledge of the principles and practices of fingerprint examination, classification and identification systems.

Knowledge of technical law enforcement terminology.

Ability to supervise the work of others.

Ability to evaluate program effectiveness and recommend changes to enhance improvement.

Ability to make accurate observations; communicate effectively orally and in writing; and maintain records and prepare reports.

Ability to analyze and interpret policies and procedures.

Ability to testify as an expert witness in court.

Ability to pass a visual acuity test which includes the ability to recognize and identify similarities and differences between shade, degree or value of colors; good depth perception and field of vision.

Ability to establish and maintain effective working relationships with co-workers, police personnel, other forensic laboratories or law enforcement agencies, and the general public.

Skill in development, collection and preservation of fingerprint evidence; and use of photographic equipment as applied to preparing photographic evidence.

Skill in latent print preparation, manual and digital image comparisons and operation of an Automated Fingerprint Identification System.

Skill in recognition and identification of complex or complicated patterns necessary for latent print comparison.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

- A. Four (4) years of work experience, including one (1) year experience as a lead in fingerprint classification, examination and identification; and graduation from a recognized college or university with an Bachelor's degree in Criminal Justice, Forensic Science, Chemistry, Biology, or closely related field; **or**
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

OTHER NECESSARY SPECIAL QUALIFICATIONS

- A. Must possess a valid Guam Driver's License.

B. Current Latent Print Examiner Certification from the International Association for Identification (IAI); or other accredited Fingerprint Associated Body may be required.

ESTABLISHED: SEPTEMBER 1995

**AMENDED: MAY 2025
APRIL 2019**

FLSA: NON-EXEMPT

PAYGRADE: M

HAY EVALUATION:	KNOW-HOW:	E 1 3	200
	PROBLEM SOLVING:	E 3 (33%)	66
	ACCOUNTABILITY:	D 2 C	76
	TOTAL POINTS:		342

LOURDES A. LEON GUERRERO
Governor of Guam

EDWARD M. BIRN, Director
Department of Administration

DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

I. IDENTIFICATION

Official Position Title:	Latent Fingerprint Supervisor	Official Position No.:	_____
Job Location:	GUAM POLICE DEPARTMENT Forensic Science Division / CSR Section/ Fingerprint Unit		
	(Department/Agency)	(Division)	(Section/Unit)
Name:	_____		
Pay Grade:	Last I	[X] Classified	First [] Unclassified
			Middle Initial [] Position Vacant
Supervisor:	_____		
	(Name of Direct Supervisor)	Title of Supervisor	

II. DESCRIPTION OF DUTIES

Duty NO. or % of Time	<p>ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below.</p> <p>(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</p> <p>(2) Percentage of time and show % for each (total % equals 100%).</p> <p>(3) Order of importance, beginning with the most important.</p> <p>Mark (✓ or X) one format only: [X] (1), [] (2), [] (3)</p>
I.	Analysis of Physical Evidence/Evidence Handling:
(1.)	Manages all aspects of the examination of print evidence, including clerical and technical work.
(2.)	Acts as lead Print Examiner in the receipt, evaluation, classification and comparison of all print evidence
(3.)	Accurately identify and compare prints, including old or fragmented prints.
(4.)	Supervise Fingerprint Examiners involved in the collection, examination, preservation, documentation, preparation, or analysis.
(5.)	Extensive knowledge of procedures and techniques used in all types of print development, examination, and comparison.
(6.)	Assists in pattern interpretation of fingerprints/palm prints;
	Process evidence utilizing conventional fingerprint powder and chemicals to develop and lift fingerprints/palm in laboratory.
(7.)	Prepares exhibits/evidences for trial and court hearing.
(8.)	Prepare detailed written reports and testify in courts as required;
II.	Courtroom Testimony:
(1.)	Testify as an expert witness in local, federal and off-island courts to present finding on analysis of physical evidence
III.	Evidence Handling:
(1.)	Responsible for all physical evidence received for analysis to ensure the security and safety (properly preserved, handled, and accounted for) while in personal possession.

	NON-ESSENTIAL OR ADDITIONAL FUNCTIONS: List duties and responsibilities not listed above that may be performed, as assigned.
1	Type reports, letters, memorandums, and other administrative documents for upper command staff.
2	Responds to clients and telephone callers by furnishing authorized information as requested and referring to appropriate section;
3	Operate office equipment such as computer systems, computer scanner, fax machine and photo copier for daily operation;
4	Maintain statistics on daily activity for reporting documentation;
5	Plan, organize, supervise, train and evaluate performance and work of subordinates.
6	Exercise good judgment in safeguarding confidential or sensitive information.
7	Establish and maintain effective working relationships with those contacted in the course of assignment including law enforcement agencies, prosecutors, and citizens.
8	Skilled in the use of office equipment including computers and various software applications.
9	Communication Skills to effectively convey information orally and in writing.
10	Supervision – Sets effective short and long term goals based on good understanding of management practices.
Duty NO. or % of Time	ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below. Mark (✓ or X) one format only: [] (1), [] (2), [] (3)
IV.	<i>Collection of Evidence:</i>
1.	Assist with processing major crime scenes, when needed, and retrieve evidence for further analysis in the laboratory.
2.	Supervises and/or performs collection, examination, preservation, documentation, preparation, or analysis of fingerprints.
3.	Supervises and safeguards the receipt, logging, recording and releasing of print evidence for identity purposes.
4.	Supervises and leads the assignment of codes, capturing of images, marking, prioritizing, and entering of all prints into Automated Fingerprint Identification System (AFIS).
5.	Supervises the comparison of prints utilizing devices such as magnifying glasses, computer, and photographic equipment.
6.	Maintains records, libraries, and office files.
V.	<i>Training/Demonstrations:</i>
1.	Conduct lectures/demonstration on fingerprint and palm comparisons, latent print processing and development to law enforcement community and interested groups approved by the Chief of Police.
2.	Provides initial job orientation to subordinates; coaches subordinates to improve current job performance and to develop themselves.
3.	Delegates assignments appropriately; ensures equal opportunities for training.
4.	Problem solving – Approaches a situation by defining a problem or issue, collects information, uses logic to arrive at a decision or solution that achieve a desired solution.

III. CONTACTS: Departments, agencies and individuals you deal with during the course of your daily activities.

A. Within your department / agency. Mark (X or √) one box:
 None Up to 15% of total working hours
 15 – 50% of total working hours Over 50%

B. Outside your department / agency. Mark (X or √)
 None Up to 15% of total working hours
 15 – 50% of total working hours Over 50%

IV. SUPERVISION RECEIVED: How closely is the employee's/jobholder's work reviewed by the direct supervisor? Mark (X or √) one correct response.

Detailed and specific instructions / procedures received or followed for each assignment.

General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.

Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)

General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

V. SUPERVISION EXERCISED: The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
3	Fingerprint Examiner 1	Performs collection, examination, preservation, documentation, preparation, or analysis of fingerprints.

VI. EQUIPMENT: List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

TOOLS / EQUIPMENT	PERCENT (%) OF TIME FOR EACH
Automated Fingerprint Identification System (AFIS)	50%
Magnifying glass pointer	30%
Office Machines (Computer system, Scanner, Fax Machine, Photo Copier, Shredder)	10%
Forensic Equipment (Camera, Alternate Light Source, Fuming Chambers)	7%
AFIS Card Scan System (CSS)	3%

VII. JOB REQUIREMENTS

Mark (√ or X) here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

A. MINIMUM QUALIFICATION REQUIREMENTS: List the minimum experience and training a qualified applicant must have before employment.

1. WORK EXPERIENCE: List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark (√ or X) "No work experience required."

No work experience is required.

General: Operate office equipment such as computer systems, computer scanner, fax machine and photocopier for daily operation;	
Specialized: Visual Activity – Examination and comparison of fingerprints and latent prints using a handheld magnifier and an Automated Fingerprint Identification System (AFIS) Analytical Intelligence – Critical thinking skills such as analysis, interpretation and verbal adeptness.	
Supervisor / Management: Supervises and/or performs collection, examination, preservation, documentation, preparation, or analysis of fingerprints; Ability to plan, organize, supervise, train and evaluate performance and work of subordinates. Extensive knowledge of procedures and techniques used in all types of print development, examination, and comparison.	
If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.	
2. FORMAL EDUCATION OR TRAINING: Mark (✓ or X) the most applicable education level required.	
a. <input type="checkbox"/> Below High School – Show Number of Years	
b. <input checked="" type="checkbox"/> High School Graduation / GED	
c. <input checked="" type="checkbox"/> Vocational / Technical School	
Show specific training that is required by this position. <u>Criminal Justice, Forensic Science, Fingerprint Technology and / or Latent Print Technology**</u>	
d. <input type="checkbox"/> Some College	
Show number of <input type="checkbox"/> Semester Hours _____ or <input type="checkbox"/> Quarter Hours _____. Show specific courses required by the essential functions of this job. <u>English Composition or Report Writing; ** Mathematics or Statistics; **</u> <u>Biology or Physical Science; ** Criminal Justice or Forensic Science. **</u>	
e. College Degree (Show major area of study required.)	
<input type="checkbox"/> Associate's : _____ <input checked="" type="checkbox"/> Bachelor's: <u>Math, Forensic Science, Natural Sciences, Physics, Biological Sciences, Criminalistics, Criminal Justice, Chemistry, or a closely related field OR equivalent work experience of six (6) years of full-time work experience with identifying and comparing latent print material.</u> <input type="checkbox"/> Master's: _____ <input type="checkbox"/> Beyond Masters: _____	
3. CRITICAL SKILLS / EXPERTISE: List specialized skills or specialization needed to perform essential functions.	
Basic Computer Operation and Typing Skills; ability to plan, organize, and train subordinates and evaluate work of subordinates; Ability to collect, organize, and analyze data and develop logical conclusions;	

Extensive knowledge of procedures and techniques used in all types of fingerprint development, ability to accurately identify and compare latent prints, knowledge of procedures,
Verbal and written Communication Skills, Problem analysis skills

4. LICENSE, REGISTRATION OR CERTIFICATION:

List possession of required license, professional registration/certification needed to perform essential functions.

Valid Driver's License, Certificate from a recognized Fingerprint Identification training program.

Current Eye Examination from a Certified Optometry Clinic (within the last 6 months) (Pre-employment condition)

B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:

1. Mark (✓ or X) the most appropriate physical requirement(s) for the job.

- Sitting The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
- Sitting Employee is required to sit for extended periods or time without being able to leave the work area.
- Sitting/Standing/Walking The employee is required to sit, stand, walk most of the time.
- Climbing Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
- Lifting Employee is required to raise or lower objects from one level to another regularly.
- Pulling and/or pushing The job requires exerting force up to _____ pounds on a regular basis to move the object to or away from the employee.
- Carrying The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
- Reaching The employee is regularly required to use the hands and arms to reach for objects.
- Stooping and Crouching The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
- Crawling Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
- Speaking The job requires expressing ideas by the spoken word
- Listening The job requires the perception of speech or the nature of sounds in the air.
- Other Describe the requirement.

Visual Acuity – Examination and comparison of fingerprints and latent prints using a handheld magnifier and an Automated Fingerprint Identification System (AFIS)

2. Mark (✓ or X) the most appropriate mental / visual requirement for the job.

- General Intelligence (typical requirement for machine operators, office staff, etc.)
- Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence (typical for counselors, customer service representatives, etc.)
- Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
- Other: Analytical Intelligence – Critical thinking skills such as analysis, interpretation and deductive reasoning, General Intelligence for the operation of equipment with varying degrees of complexity.

3. The job's most appropriate work environment and the weather exposure.

Show what percent of a typical workday is spent.
(Select one response only)

- 95% Indoors in a comfortable temperature-controlled environment (for instance, in an office).
- % Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)
- 5% Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- % Outdoors but in an enclosed vehicle protected from extreme weather conditions.

4. Other physical working conditions

Mark (X or √) if none of the following is applicable.

Show what percent of a typical workday this position is exposed to:

- 50 % Air contamination (i e., dust, fumes, smoke, toxic conditions, disagreeable odors).
- % Vibration (i.e., operating jackhammer, impact wrench).
- % Noise (Exposure at a level enough to cause bearing loss or fatigue).
- % An improperly illuminated or awkward and confining work space
- % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).
- 10 % Lifting or carrying items or objects. Describe item/object and weight:
Carrying of physical evidence, reagent bottles
- % Heat. Describe source and degree of high temperature.

- % Cold. Describe source and degree of cold temperature:

- 40 % Other hazards. Describe:
Processing of Evidence utilizing conventional fingerprint powders and chemicals to develop and lift fingerprints/ palm prints;
Potential disease hazard when in contact with victim

5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

Mark (X or √) if not applicable.

CONDITION	FREQUENCY OF EXPOSURE
Processing of Evidence utilizing conventional fingerprint powders and chemicals to develop and lift fingerprints/palm prints;	Case by case basis

C. **Work Schedule/Hours** – Mark (✓ or X) the most appropriate work schedule/hours for the job.

[]	Regular – Standard Eight (8) hours daily, Monday – Friday
[]	Irregular – Shift work – A 24-hour work operation. 12-hour shifts
[X]	Regular / Irregular – Overtime hours with overtime pay entitlement State Purpose and Total Hours required per pay period. <u>Purpose: To provide timely analysis and results for prosecutorial and investigative needs</u> <u>Total hours: As needed to complete analysis. Case by case basis.</u>
[]	Regular / Irregular – Overtime hours without overtime pay entitlement State Purpose and Total Hours required per pay period.

The information given on this position is complete and correct.

Signature of Employee

Date

VII. SUPERVISOR'S REVIEW

IMPORTANT: This Block to Be Filled Out Only by The Direct Supervisor

a.	<p>(1) Has the employee correctly stated his or her official payroll position title? [X] Yes [] No</p> <p>(2) If not, what is the correct title? _____</p>						
b.	<p>(1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? [X] Yes [] No</p> <p>(2) If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____</p>						
c.	<p>What positions under your supervision perform the same essential functions Give name and title:</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 60%; text-align: center;">Name</th> <th style="width: 40%; text-align: center;">Title</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Name	Title	_____	_____	_____	_____
Name	Title						
_____	_____						
_____	_____						
d.	<p>Does this position require (mark one) [X] Immediate supervision on a regular basis,</p>						

- Immediate supervision only for new/complex tasks, or
- Little immediate supervision.

e. Does the employee participate in (mark those appropriate) the
 Formulation, Interpretation, and/or Application of Agency/Department policy. Give examples:

f. The employee (mark one)
 Performs routine, well-defined tasks,
 Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or
 Performs complex tasks requiring extensive knowledge of Agency's/Department's work.

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.


 Monica P.A. Salas, Chief Criminalist
 Signature of Immediate Supervisor

 Date


 STEPHEN C. IGNACIO, CHIEF OF POLICE
 Signature of Department/Agency Head



 Date

IX.

Human Resources Office Review:

Date: _____

Reviewed by: _____
 Position Title

 Name

Classification Correct: Yes No

If not, corrective action taken: (Attach copy of review made)

Approved by: _____
 Human Resources Manager

 Date