



DEPARTMENT OF ADMINISTRATION
 (DIPATTAMENTON ATMENESTRASION)
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HRD NO.: OG-17-428

MEMORANDUM

To: Personnel Services Administrator, Human Resources Division *SM 2/27/19*
 From: Personnel Specialist II, Classification and Pay Branch
 Subject: **Amendment of Positions**
RE: Fingerprint Examiner I, Fingerprint Examiner II, Fingerprint Specialist and Fingerprint Supervisor

Buenas yan Håfa Adai! This memorandum is respectfully requesting approval to amend the current Fingerprint Examiner series, position titles and job specifications. The request to amend the Fingerprint Examiner series is based on a memorandum dated May 9, 2017, from the Chief of Police of the Guam Police Department (GPD).

The Fingerprint Examiner series was established in September 1995 and has not been updated since its creation. Our office conducted a review of the proposed job standards in comparison with the current standards, position description questionnaires and performance evaluations on file. Our findings show that the degree of complexity for each level within the Fingerprint Examiner series has not changed. There were minimal to no changes in the proposed amendment with regards to the Minimum Experience and Training requirement; and the essential functions of the positions remained unchanged, albeit a change in position title was requested.

In addition, our records show that the Fingerprint Specialist position has not been filled in over two decades since it was established in 1995. A review of the organizational structure was also necessary and results have shown that the duties and responsibilities of the Fingerprint Specialist position have overlapping functions with the Fingerprint Examiner II and Fingerprint Supervisor positions; revealing that the Fingerprint Specialist position is no longer necessary to support the mission of the department. As a result, our office is abolishing the Fingerprint Specialist position.

Therefore, it is essential to amend and update the actual "Position Title" and "Nature of Work" in addition to the "Illustrative Examples of Work" of the remaining positions in the series.

The current position titles reads:

- Fingerprint Examiner I**
- Fingerprint Examiner II**
- Fingerprint Specialist**
- Fingerprint Supervisor**

We are requesting to amend position titles to read:

- Latent Fingerprint Examiner I**
- Latent Fingerprint Examiner II**
- Latent Fingerprint Supervisor**

The following is our recommended Hay Evaluation for the proposed amended Latent Fingerprint Examiner position series:

AMENDMENT OF THE FINGERPRINT EXAMINER POSITIONS

POSITION TITLE	KNOW-HOW	PROBLEM SOLVING	ACCOUNTABILITY	TOTAL POINTS	PAY GRADE
Latent Fingerprint Examiner I	D I 1 132	C 3 (25%) 33	C 1 C 43	208	I
Latent Fingerprint Examiner II	D I 2 152	D 3 (29%) 43	D 1 C 57	252	J
Latent Fingerprint Supervisor	E I 3 200	E 3 (33%) 66	D 2 C 76	342	M

This proposal will be posted on the DOA website for a period of 10 working days with a copy of the amendment being forwarded to the requesting department to be posted on their website. Upon approval, we will send approved notices to the media and different media companies. After the 10-day period has expired, the proposed job specification will be sent to the Director and 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 475-1265 or 1123. *Dangkolo na Agradesimiento!*



ROSEZETTE N.T. SANTOS

cc: Classification Branch
C:\Users\rosezette.santos\Documents\Amendments\GPD
(rsantos 2/25/19; GPD-7025)



GUAM POLICE DEPARTMENT

DIPATTAMENTON POLISIAN GUAHAN

Government of Guam



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JOSEPH I. CRUZ
Chief of Police

May 9, 2017

Christine W. Baletto
Director, Department of Administration

Subject: **REQUEST TO AMEND POSITION TITLE AND JOB SPECIFICATIONS**
RE: Fingerprint Examiner Series

Dear Ms. Baletto,

Buenas yan Saludas! The Guam Police Department respectfully request your assistance to amend the position title and job specifications for the Fingerprint Examiner Series currently on file at the Department of Administration. The Fingerprint Examiner positions are for the Guam Police Department, Forensic Science Division, as follow:

Fingerprint Examiner I	to	Latent Fingerprint Examiner I
Fingerprint Examiner II	to	Latent Fingerprint Examiner II
Fingerprint Specialist	to	Latent Fingerprint Specialist
Fingerprint Supervisor	to	Latent Fingerprint Supervisor

The position title and job specifications for the above positions were established in September 1995. Many of the duties that were originally assigned are still being performed by these positions, however, the level of complexity and the degree of involvement and examiner independence has increased. The duties and responsibilities of the positions have expanded as a result of the continued growth in Forensic Science and technology.

In addition, a Visual Acuity Test is requested due to strong visual acuity and color vision are required for making fine distinctions among latent, inked, and digital fingerprints. It requires the ability to recognize and identify similarities and difference between shade, degree or value of colors, shapes, forms, textures or physical appearance associated with job-related objects, materials, or tasks. Due to the job related activities required, it is also requested that each applicant submit an eye examination certification from a certified Optometry Clinic (no more than six (6) months from date of examination).

Letter to the Director, Department of Administration

From: Chief of Police

Subject: Request to Amend Position Title and Job Specifications

Re: Fingerprint Examiner Series

May 9, 2017

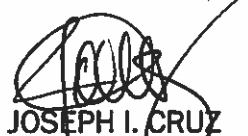
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Attached are the current job specifications filed at the Department of Administration, the amended title and job specifications, and the Department of Administration "Position Description Questionnaire" for the Fingerprint Examiner Series.

If you have any questions regarding this matter, please contact Captain Timothy Santos at 734-8412.

Your expeditious assistance in this matter would be greatly appreciated as we are seeking to open positions in the very near future.

Senseramente,



JOSEPH I. CRUZ
Chief of Police



LATENT FINGERPRINT EXAMINER I (PROPOSED)

7.330

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



LATENT FINGERPRINT EXAMINER I (PROPOSED)

7.330

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



**LATENT FINGERPRINT EXAMINER I
(PROPOSED)**

7.330

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



**LATENT FINGERPRINT EXAMINER I
(PROPOSED)**

7.330

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:

Graduation from a recognized college or university with an Associate's degree in Criminal Justice, Forensic Science, Chemistry, Biology, or closely related field

NECESSARY SPECIAL QUALIFICATIONS

Must possess a valid Guam Drivers License

ESTABLISHED: SEPTEMBER 1995

AMENDED: MARCH 2019

FLSA: NON-EXEMPT

PAYGRADE:

HAY EVALUATION:

KNOW-HOW:

PROBLEM SOLVING:

ACCOUNTABILITY:

TOTAL POINTS:

D I 1	132
C 3 (25%)	33
C 1 C	<u>43</u>
	208

LOURDES A. LEON GUERRERO
Governor of Guam

EDWARD M. BIRN, Director
Department of Administration



**LATENT FINGERPRINT EXAMINER II
(PROPOSED)**

7.331

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



LATENT FINGERPRINT EXAMINER II (PROPOSED)

7.331

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



**LATENT FINGERPRINT EXAMINER II
(PROPOSED)**

7.331

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



**LATENT FINGERPRINT EXAMINER II
(PROPOSED)**

7.331

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:

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

NECESSARY SPECIAL QUALIFICATIONS

Must possess a valid Guam Driver's License



**LATENT FINGERPRINT EXAMINER II
(PROPOSED)**

7.331

ESTABLISHED: SEPTEMBER 1995
AMENDED: MARCH 2019
FLSA: NON-EXEMPT
PAYGRADE: J

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

LOURDES A. LEON GUERRERO
Governor of Guam

EDWARD M. BIRN, Director
Department of Administration



LATENT FINGERPRINT EXAMINER SUPERVISOR (PROPOSED)

7.333

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



**LATENT FINGERPRINT EXAMINER SUPERVISOR
(PROPOSED)**

7.333

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



**LATENT FINGERPRINT EXAMINER SUPERVISOR
(PROPOSED)**

7.333

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



**LATENT FINGERPRINT EXAMINER SUPERVISOR
(PROPOSED)**

7.333

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:



**LATENT FINGERPRINT EXAMINER SUPERVISOR
(PROPOSED)**

7.333

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

OTHER NECESSARY SPECIAL QUALIFICATIONS

- A. Possession of a valid 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: MARCH 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

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