

**New York State Department of Civil Service**  
Division of Classification & Compensation

Classification Standard

**Occ. Code 6244100**

**Latent Print Examiner 1, Grade 18 6244100**  
**Latent Print Examiner 2, Grade 23 6244200**  
**Latent Print Examiner 3, Grade 25 6244300**  
**Latent Print Laboratory Director, Grade 27 6168800**

Brief Description of Class Series

Latent Print Examiners at the New York State Division of Criminal Justice Services (DCJS) perform a variety of technical and professional tasks associated with analyzing, searching, comparing, evaluating, and verifying latent print case evidence developed at crime scenes in accordance with Latent Print Laboratory policies and procedures established under ANSI-ASQ National Accreditation Board (ANAB) accreditation requirements. They use specialized systems such as the New York State Statewide Automated Biometric Identification System (SABIS) and the Federal Bureau of Investigation's (FBI) Universal Latent Workstation (ULW) to access the FBI Next Generation Identification (NGI) Database for latent print comparisons and identifications.

The Latent Print Laboratory Director directs and manages the activities of the Latent Print Laboratory at DCJS, has direct responsibility for daily operations, and ensures the lab remains in compliance with applicable accreditation and scientific standards and protocols.

Distinguishing Characteristics

*Latent Print Examiner 1:* full performance level; performs all duties at the highest level of proficiency, including palm and distorted latent print analysis; resolves administrative and complex technical problems related to all latent print processes; may provide courtroom testimony; may prepare training materials and/or conduct training for Latent Print Examiners and SABIS users; and may train Latent Print Examiner Trainees.

*Latent Print Examiner 2:* first supervisory level; under the direction of a Latent Print Examiner 3 or Latent Print Laboratory Director, assigns cases to and supervises work of lower-level Latent Print Examiners; performs administrative and quality reviews of latent print evidence; develops training materials; and provides training to Latent Print Examiners and SABIS users; and may be responsible for quality assurance duties for the laboratory.

*Latent Print Examiner 3:* second supervisory level; under the direction of the Latent Print Laboratory Director, supervises Latent Print Examiners 2; manages the daily operations of the Latent Print Laboratory; directs the case management, quantitative and qualitative analysis, comparison, evaluation, and verification (ACE-V) of latent print case evidence received by DCJS; provides oversight for the training given to SABIS users.

*Latent Print Laboratory Director:* non-competitive; single-position class; manages and directs the case management, comparison, evaluation, and verification of all latent print case evidence received by the DCJS Latent Print Laboratory, including supervision of Latent Print Examiners; develops training materials; establishes latent print procedures and ensures participation by staff in the training given to SABIS users.

### Related Classes

Identification Assistants perform a variety of technical and clerical tasks associated with fingerprints, palm prints, and other biometric modalities, primarily in the service of performing identification history background checks for various purposes.

Identification Specialists perform a variety of technical and professional tasks related to the management of public safety records, identifying individuals, using fingerprints and/or other biometric data points, for the purpose of determining criminal history. They typically supervise other employees in the performance of clerical and lower-level technical and professional tasks related to this function.

Supervisors Forensic Services are non-competitive positions that administer the technical and scientific operations of specialized forensic disciplines within the State Police Laboratory System. Specialties include Drug Chemistry, Toxicology, Criminalistics, Quality Control, and Trace Evidence. This is an administrative position that supervises the performance of technical procedures, manages workflow, supervises subordinate positions in their assigned unit, casework backlogs, case prioritization, and interacts with officers and District Attorneys.

State Police Forensic Laboratories Quality Assurance Coordinator is a non-competitive position that administers the quality control program for the State Police crime laboratories statewide.

### Illustrative Duties

#### *Latent Print Examiner 1*

Applies the principles of the ACE-V (Analysis, Comparison, Evaluation, and Verification) Methodology in the performance of the following duties:

- Analyzes, searches, compares, and identifies prints, usually partial prints of poor quality, lifted from crime scenes.
- Evaluates possible distortion of prints based on the nature of the surface from which the latent print is developed.
- Performs quality determinations, assigns fingerprint pattern, and plots minutiae using SABIS and FBI NGI.
- Performs the technical review and verifies all identifications of casework received from submitting agencies; may process complex, delicate, and sensitive latent fingerprint cases submitted by user agencies into SABIS and FBI NGI.
- Issues reports regarding latent evidence after comparisons and identifications are performed.
- Maintains proper evidence handling including tracking, storing, and following chain of custody procedures.
- Processes all work in accordance with Latent Print Laboratory policies and procedures developed under ANAB Accreditation requirements.
- Communicates with police agencies to obtain information that may be useful in successfully making an identification.
- Prepares and finalizes monthly reports and yearly statistical reports on latent prints.
- May prepare training materials and/or conduct training for Latent Print Examiners and SABIS Users.
- May provide court testimony on latent evidence cases and fingerprint verifications for DNA forms.
- May assist other areas of the agency that require SABIS operations.
- Processes DNA fingerprint cards for individuals associated with a collected DNA sample.
- Performs manual determinations on DNA fingerprint cards. Completes associated paperwork including documentation of conclusions of observations, worksheets, and annotations.

- May supervise lower level technical or clerical staff.

### *Latent Print Examiner 2*

May perform all of the same duties and functions as a Latent Print Examiner 1.

Completes administrative reviews and verification on all casework.

Ensures that chain of custody of evidence is maintained.

Troubleshoots issues with SABIS and FBI NGI; assists regional sites with issues pertaining to SABIS.

Prepares technical reports containing analysis and interpretation of study findings and recommends courses of action.

Assists in researching, developing, analyzing, and evaluating operational policy and procedures governing the Latent Print Laboratory.

Instructs and provides support in the administration of training Latent Print Examiners and SABIS users.

Performs quality assurance activities in accordance with the laboratory's governing laws, rules, or regulations.

- Updates procedures and monitors laboratory practices for compliance, and recommends corrections and continuous improvements.
- Evaluates maintenance records of equipment, adequacy of test reports, and validation of new technical procedures.
- Investigates technical problems, proposes corrective actions, and verifies their implementation.
- Administers proficiency testing and evaluates results.
- Selects, trains and evaluates internal auditors, schedules and coordinates evaluates the results of management system audits.
- Maintains training records of laboratory personnel and recommends training to improve performance.

Performs the full range of supervisory duties over Latent Print Examiners 1; assigns cases in accordance with laboratory objectives.

Mentors and evaluates court testimony for Latent Print Examiners 1.

### *Latent Print Examiner 3*

May perform all of the same duties and functions as a Latent Print Examiner 1 and 2.

Performs the full range of administrative supervisory duties over Latent Print Examiners 2.

Coordinates the activities of all user agencies to ensure correct and timely responses of their crime scene print submissions.

Certifies that all outputs are generated within ACE-V methodology to meet expectations of the user contributors.

Develops and implements training for Latent Print Examiners and SABIS users.

Plans, implements, and coordinates the scheduling of all Latent Print Outreach presentations across New York State and the bi-annual Latent Print Regional/Satellite Managers meeting.

Prepares the budget for the laboratory.

Represents the Division at various State and national latent print educational conferences.

Coordinates the implementation of new programs mandated by statute or policy.

May testify in a court of law as an expert witness in the field of latent prints.

### *Latent Print Laboratory Director*

Implements, maintains, and improves policies, procedures, and practices to ensure the lab is meeting accreditation standards, legislative, and agency initiatives.

Manages workflow to ensure appropriate prioritization of requests and minimize backlogs.

Ensures needed staff development and training is completed.

Prepares and submits required management reports and proficiency test results.

Represents the lab before the New York Commission on Forensic Science.

Represents DCJS at State and regional meetings.

Prepares budget requests.

Ensures staff adherence to health and safety policy and other safety requirements.

Performs the full range of administrative supervisory duties.

### Communication

Latent Print Examiners have frequent communication with police agencies, district attorneys, courts, and other law enforcement agencies throughout the State regarding latent print submissions to DCJS. At the higher levels, incumbents communicate with key supervisory staff regarding latent print case management, ACE-V methodology, and operational matters.

### Minimum Qualifications

#### *Latent Print Examiner 1*

Open Competitive: bachelor's degree or higher in Chemistry, Biology, Physics, Forensic Science, or Criminalistics, AND completion of a two-year traineeship.

#### *Latent Print Examiner 2*

Promotion: one year of permanent service as a Latent Print Examiner 1 and current Latent Print proficiency.

Open Competitive: bachelor's degree or higher in Chemistry, Biology, Physics, Forensic Science, or Criminalistics, AND three years of experience performing casework in an accredited forensic lab and pass the current Latent Print proficiency exam by completion of probation.

#### *Latent Print Examiner 3*

Promotion: one year of permanent service as a Latent Print Examiner 2 and current Latent Print proficiency.

#### *Latent Print Laboratory Director*

Non-competitive: bachelor's degree in criminalistics, forensic science, chemistry, biology, or physics, and five years of case work experience, defined as work examining scientific evidence in connection with legal proceedings, in an accredited forensic laboratory, and current Latent Print proficiency. At least two of the five years of experience must have been in either a supervisory or a managerial capacity.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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