



**Code: 9163**  
Family: Public Safety  
Service: Public Safety  
Group: Police Service  
Series: Police General Duty

---

## **CLASS TITLE: POLICE OFFICER (ASSIGNED AS LATENT PRINT EXAMINER)**

### **CHARACTERISTICS OF THE CLASS**

The Police Officer (Assigned As Latent Print Examiner) works to accomplish the department's mission to serve the community and protect the lives, rights, and property of all people in Chicago.

Under general supervision, evaluates and identifies latent impressions that come from unknown portions of the finger and palm, evaluate evidence, perform latent photography, prepare and run impressions through the Automated Fingerprint Identification System (AFIS), and examine and compare latent lift against possible suspects. In addition, will testify in court as an expert witness; and performs other duties as required.

Positions assigned to this classification must maintain other requirements, knowledge, skills, and abilities for successful performance in the Police Officer class.

### **ESSENTIAL DUTIES**

- Sanctity of Human Life. The Department's highest priority is the sanctity of human life. The concept of the sanctity of human life is the belief that all human beings are to be perceived and treated as persons of inherent worth and dignity, regardless of race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military status, immigration status, homeless status, source of income, credit history, criminal record, criminal history, or incarceration status. Department members will act with the foremost regard for the preservation of human life and the safety of all persons involved
- Evaluates latent impressions to determine if the impressions are suitable for comparison and/or suitable for entry into the AFIS system
- Compares unknown latent impressions to inked / live-scan fingerprints of known individuals in order to determine if there is a potential match between the known print and the unknown latent impressions
- Prepares latent-print evidence for entry into AFIS, ensure proper orientation of the unknown print prior to submission
- Enters latent-print evidence into AFIS and documents and records findings in eTrack
- Completes an eTrack latent report detailing the results of the completed examinations
- Receives latent, elimination, and case prints via eTrack. All evidence is received in an incoming manifest, which are only generated from CPD employees moving evidence from one location to another
- Testifies as an expert witness in a court by reviewing the prepared latent-print evidence and/or answering questions as required
- Stays abreast of innovations in the science and technology of fingerprints and palm prints and of crime scene and evidence processing
- Complies with department rules, regulations, and policies and all Federal, State, and Municipal laws that govern the activities of Police Officers
- Takes steps to build, maintain, and improve professional skills through participation in mandatory training and education, and through the use of other resources made available by the department

**CLASS TITLE: POLICE OFFICER (Assigned as Latent Print Examiner)**

---

- Takes steps to build and maintain personal fitness and wellness by taking care of one's overall health and accessing resources made available by the department
- Utilizes impartial policing strategies, principles, and best practices to promote fairness, eliminate bias, and build community trust
- Utilizes de-escalation strategies and skills to avoid, mitigate or minimize force during community police encounters
- Practices procedural justice strategies by giving voice, neutrality, respect, and trustworthiness in policing actions

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

**MINIMUM QUALIFICATIONS****Education, Training, and Experience**

- Be a Police Officer below the rank of Sergeant, have a minimum of three (3) years of continuous service as a Police Officer with the City of Chicago;
- Bachelor's degree from an accredited college or university is preferred

**Licensure, Certification, or Other Qualifications**

- Valid State of Illinois Driver's License
- Must have a Firearm Owner's Identification (FOID) card issued by the State of Illinois

**WORKING CONDITIONS**

- Police facility environment
- Assignment Duty hours may be any time; Department operates twenty-four (24) hours a day, every day of the year, including weekends and recognized holidays
- Interaction with the public in a variety of situations
- Exposure to outdoor weather conditions, including extreme weather situations
- Exposure to hazardous or life-threatening situations

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, mobile data computers)
- Various equipment related to latent print examiner such as AFIS/APIS software, Adobe photoshop, Latent Fingerprint Mapping Software, biometric ID tools, light boxes, ridge counter, magnifying glasses, lighted magnifying glasses, loupe
- Transportation (e.g., car, bicycle, motorcycle, Segway, etc.) and associated equipment
- Body worn camera
- In-car camera
- Personal defense weapons (e.g., baton, taser, handgun, rifle, shotgun, handheld chemical agent, etc.)

---

**PHYSICAL REQUIREMENTS**

- Reaction Time – Ability to quickly initiate a response to one or more stimuli; the situation could involve a choice of reactions (e.g., hit the brakes or gas when a vehicle skids) or a single reaction
- Fine Hand/Body Movements – Ability to use fingers, hands, arms and other body parts to make skilled muscle movements (e.g., to handle objects, tools, or controls)
- Balance/Coordination – Ability to maintain an upright position and stay balanced (e.g., standing or sitting for extended or continuous periods of time) and/or coordinate the movement of arms, legs, and trunk of the body (e.g., when walking or crawling across a narrow beam).
- Muscular Endurance – Ability to use muscles repeatedly without a rest; involves using one's arms and trunk in moving one's body weight for some time or across some distance (e.g., to climb a rope)
- Stamina – Ability to exert oneself physically over long periods of time without getting winded or out of breath
- Flexibility – Ability to stretch or extend one's arms and legs and their muscle groups and make continuous arm and leg flexing movements with some speed (e.g., to reach with hands and arms, stoop, bend, kneel, crouch)
- Muscular Strength – Ability to exert force continuously such as when lifting, pushing, or pulling objects or people
- Ability to safely and lawfully operate automotive vehicles and associated equipment
- Ability to safely and appropriately use specialized law enforcement tools and equipment to include firearms, handcuffs, batons, and other items
- Hearing and recognizing the normal range of sounds in terms of loudness, pitch, tone, patterns or rhythms, or duration
- Specific vision abilities may include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus
- Must pass all phases of the selection process including a medical evaluation, drug screen, and physical performance test
- Using the necessary force to restrain a person when making an arrest
- Standing for extended or continuous periods of time
- Sitting for extended periods of time
- Walking for extended periods of time
- Remaining alert or vigilant and reacting to infrequent but important events or specific details within a stream of information (e.g., alarms, radio)

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Comprehensive knowledge of:

- \*the processes used in latent print examination, as well as the tools and how to use / apply them depending on the situation.
- \*analysis, comparison and identification of prints
- processes used to lift prints from objects, snow, dirt, and other areas
- \*reporting and preparing evidence for use in court

**CLASS TITLE: POLICE OFFICER (Assigned as Latent Print Examiner)**

Good knowledge of:

- \*general powers and authorities of law enforcement officers, including public safety and security procedures and strategies to effectively enforce laws and protect lives and property
- \*Federal, State, and Municipal criminal and traffic laws and ordinances and related departmental policies, directives, and resources
- \*Chicago Police Department directives, operations, and regulations
- constitutional and other legal protections associated with investigative and interviewing processes
- evidence protection, recovery, and collection procedures and techniques
- notification requirements, systems, and procedures used for internal reporting and communication with external agencies
- processing of persons under Department control, including handling of special populations
- \*practices and procedures used in community policing
- \*geographical locations in the City of Chicago
- \*traffic operations and City's street address grid
- \*ground traffic control management

Knowledge of applicable City and department policies, procedures, rules, and regulations

**Skills**

- \*IMPARTIAL POLICING – Provide services equitably to all members of the public without bias and will treat all persons with the courtesy and dignity which is inherently due every person as a human being without reference to stereotype (i.e., race, color, ethnicity, religion, homeless status, national origin, immigration status, gender identity or expression, sexual orientation, socio-economic class, age, disability, incarceration status, or criminal history)
- \*PROCEDURAL JUSTICE – Utilizing techniques for communicating with complainants and members of the public to bolster relationships and promote positive change through fairness in the process, transparency in actions, promoting opportunities or voice, and providing impartiality in decision-making
- \*COMMUNITY POLICING – Build strong community partnerships and positive interactions to effectively engage with the public in problem-solving techniques, which include the proactive identification and analysis of issues in order to develop solutions and evaluate outcomes
- \*CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- \*MATHEMATICS - Use mathematics to solve problems
- \*COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one
- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*RESOLVING CONFLICTS AND INFLUENCING OTHERS - Resolve disputes between groups and individuals; negotiate with others to influence behaviors, opinions; deal effectively with various members of the public; handle upset and injured victims, get people to cooperate

**CLASS TITLE: POLICE OFFICER (Assigned as Latent Print Examiner)**

---

- \*ORGANIZATIONAL AWARENESS AND COMMITMENT - Remain firm in one's allegiance to the Department's core values and faithful in pursuit of the Department's mission despite obstacles or opposition; follow Department policies and regulations and show support for their intent and value; demonstrate positive regard for the Department and personal role; show respect for members in positions of authority; work in a chain-of-command environment
- \*SERVICE ORIENTATION – Actively look for ways to help people
- \*FINE MOTOR SKILLS to work with sources in various conditions of quality, use of tools such as small ones to lift fingerprints

**Abilities**

- \*DE-ESCALATION TECHNIQUES – Use distance, speech, tone, empathy, and other tools to peacefully resolve a situation and minimize the need to use force; only use force that is proportional to the threat faced and immediately reduce the level of force as the threat diminishes
- \*COMPREHEND ORAL INFORMATION – Listen to and understand information and ideas presented through spoken words and sentences
- \*PUBLIC SPEAKING - Make formal presentations before large or small audiences
- \*SPEAKING – Communicate information and ideas in speaking so others will understand
- \*ACTIVE LISTENING – Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- \*COMPREHEND WRITTEN INFORMATION – Read and understand information and ideas presented in writing
- \*WRITE – Communicate information and ideas in writing so others will understand.
- \*MEMORIZATION – Remember information such as words, numbers, picture, and procedures
- \*RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong
- \*REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- \*MAKE DECISIONS AND SOLVE PROBLEMS – Analyze information and evaluate results to choose the best solution and solve problems
- \*DETAIL ORIENTATION – Accurately tracking and reviewing significant amount of data points, and accurate record processing

**Other Work Requirements**

- \*INTEGRITY – Upholding high moral standards and values; includes acting in accordance with an ethical and honorable code of conduct in both personal and professional situations (e.g., remaining fair and firm in actions and judgments) to earn the trust and respect of the communities we serve
- \*ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems
- \*ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
- \*COOPERATION – Be pleasant with others on the job and display a good-natured, cooperative attitude

**CLASS TITLE: POLICE OFFICER (Assigned as Latent Print Examiner)**

---

- \*CONCERN FOR OTHERS – Demonstrate sensitivity to others’ needs and feelings and be understanding and helpful on the job
  - \*SELF CONTROL – Maintain composure, keep emotions in check even in very difficult situations, control anger and avoid aggressive behavior
  - \*STRESS TOLERANCE – Accept criticism and deal calmly and effectively with high stress situations
  - \*PERSISTENCE – Persist in the face of obstacles on the job
  - \*DEPENDABILITY – Demonstrate reliability, responsibility, and dependability and fulfill obligations
  - \*INITIATIVE – Demonstrate willingness to take on job challenges
  - \*ADAPTABILITY/FLEXIBILITY – Be open to change (positive or negative) and to considerable variety in the workplace
  - \*LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- 

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

---

City of Chicago  
Department of Human Resources  
Previously updated: September, 2021  
Current version: October, 2023