Fingerprint Assistant/Assistant Fingerprint Officer

Position Details

Reports to: OC Crime Print Section	**Location:** Generic
District/Service Centre: Generic	**Shift work/non shift work:** non shift work
Group: Districts	**Remuneration range:** Band D/E (FP Assistant levels 1, 2; Assistant Fingerprint Officer levels 1, 2, 3)
PHPF Level Purpose: Individual Contributor	**Employee Type:** Police Employee
Direct reports: Nil	**Delegated financial authority:** N/A

Context

New Zealand Police is the lead agency responsible for reducing crime and enhancing community safety. We work in partnership with individuals, communities, businesses and other public sector agencies to achieve our vision of Safer Communities Together.

Fingerprint Career Structure Note

This Position Description covers the training positions of Fingerprint Assistant Levels 1 and 2, Assistant Fingerprint Officer 1, 2, and 3, spanning the five-year training programme set out in the New Zealand Police Fingerprints career structure. The level of expected performance and specific duties at each stage of this programme varies according to the training programme.

Purpose

The purpose of the Districts is to deliver Our Business.

To support the delivery of these outcomes the Fingerprint Assistant/Assistant Fingerprint Officer will carry out analysis, comparison and evaluation of fingerprints to make fingerprint identifications; examine crime scenes and exhibits for fingerprints and assists fingerprint staff, thus contributing to preventing crime and reducing victimisation through the identification of offenders, prisoners and deceased persons.

The purpose of leadership in this role is to deliver (or enable others to deliver) Our Business.

Accountabilities

1. Be safe and feel safe

- Understand the hazards in your work area and eliminate or minimise the associated risk.
- Report all accidents, incidents and near misses in MyPolice in a timely fashion.
- Actively participate in Wellness and Safety initiatives and training

2. Service delivery

Administrative Support

- Prepares trace files, maintaining a trace register.
- Maintains fingerprint information on LRS.
- Conducts Tenprint enquiries on AFIS.
- Relieves Fingerprint Clerk position as required.

Fingerprint Analysis and Processing

- Searches/identifies faxed and emailed prints for unknown prisoners and / or deceased persons for NZ Police and overseas agencies.
- Searches latent prints manually and through AFIS.
- Carries out suspect checks.
- Records and identifies prints from deceased persons, including disaster victims.
- Analyses, compares, and evaluates latent prints.
- Carries out crime scene and laboratory based exhibit examinations for fingerprints under the guidance of senior staff (when required) and working in accordance with best practice.
- Preserves fingerprints using the full range of techniques including lifting and photography.
- Uses lighting, photography and software applications to digitally record and enhance fingerprints.
- Undertakes the preparation of chemical solutions in accordance with Police laboratory procedures.
- Receives/uplifts exhibits according to Police procedures.
- Maintains full and accurate documentation of crime scene and laboratory based exhibit examinations in accordance with standard operating procedures.
- Prepares case files for disclosure and gives evidence in court when required.
- Assists with training delivery and presentations to Police personnel and other agencies.

3. Team work

- Develops and maintains effective working relationships with team members and Police colleagues.
- Assists qualified Fingerprint Officers in the delivery of district training and presentations to external agencies.
- Encourages and supports open, honest and constructive relationships with team members and Police colleagues.
- Cooperates and works with Section team members to achieve team goals.
- Actively contributes to team efforts and supports other team members where possible.
- Maintains and fosters the good reputation of the Fingerprint Section at all times.

4. Customer service

- Responds to all customer enquiries, requests and complaints in a professional, customer-friendly and timely manner.
- Assists in meeting the team focus on the proper handling and response to requests.
- Shows flexibility in approaches to different situations when it is apparent that a method or approach is inappropriate.
- Ensures Policing services are delivered with a Quality Customer Service and Maori Responsiveness focus.
- Discharges responsibilities as directed in a professional manner at all times.

5. Occupational health and safety

- Complies with OSH workplace policies and standards, contributing to the identification of OSH issues within the workplace and ensuring they are brought to the attention of supervisors.

- Complies with the Police procedures for laboratory and crime scene safety, substances handling and use procedures in accordance with the HSNO (Hazardous Substances and New Organisms) Act and HSE (Health and Safety in Employment) Act requirements.

Additional Requirements

For selection purposes, candidate suitability will be considered in relation to:

1. potential to perform well in the position, given a reasonable period of time for familiarisation and/or training.
2. personal attributes and temperament relevant to the position.
3. general health which will allow for the performance of all duties and functions of the position (for constabulary employees a current PCT is an indicator of general health).

Pre-Employment Checks

- A non-core Children's Worker security check is required

Qualifications

- The successful applicant must have successfully completed at least one NCEA level 3 Science subject to enter the Fingerprint career structure at Fingerprint Assistant Level 1.
- As a condition of ongoing employment, the position holder must successfully complete all of the New Zealand Police Fingerprints career structure training, assessment and work experience requirements to Fingerprint Officer level as specified in the Fingerprint Career Structure in the Employment Agreement.
- If the successful applicant is not an employee of NZ Police then prior to any offer of employment, the successful applicant will be required to consent to providing their fingerprints and DNA as permitted by section 81 of the Policing Act 2008. These biometrics will be used in accordance with section 83 (1) of the Policing Act which includes their use for elimination purposes.
- If the successful applicant is an existing employee of NZ Police then prior to any offer of employment, the successful applicant should be asked to consent to providing their fingerprints and DNA as permitted by section 82 of the Policing Act 2008. They must be informed that they cannot be compelled to do so. Where provided these biometrics will be used in accordance with section 83 (2) of the Policing Act for elimination purposes.
- Applicants shortlisted for interview need to provide evidence of a recent eye examination that states and interprets test results for visual acuity, depth perception and colour blindness.
- Staff employed in the specialist discipline of Fingerprints must be prepared to have regular health and wellchecks (medical health and psychological assessments) in accordance with the Police procedure for Fingerprint laboratory and crime scene safety and the Wellcheck Support and Trauma Policies.
- A current unrestricted driver's licence is required.