

# LATENT PRINT SUPERVISOR

## DEPARTMENTAL PROMOTIONAL

### STATEWIDE



State of California  
DEPARTMENT OF  
JUSTICE  
P.O. Box 944255  
Sacramento, CA 94244-  
2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IN INCONSISTENT WITH THE LAW OF THE STATE, THE RULES OF GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

#### FINAL FILING DATE

**December 11, 2009** - Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications must have an original signature. Applications postmarked, personally delivered, faxed or received via interoffice mail after the final filing date will not be accepted for any reason.

#### WHO CAN APPLY

Persons who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants must have a permanent civil service appointment with the Department of Justice as of the final filing date in order to take this examination. Employees who have limited-term appointments in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in department promotional examinations in the department or must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code (GC) Section 18990; or 2) a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in GC Section 18992; or 3) persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC Section 18991.

#### FILING INSTRUCTIONS

All applicants must complete and return the entire examination packet by December 11, 2009. The examination packet **must** include the following:

- [Examination Application \(Form Std 678\)](#)
- [Affirmation/General Instructions](#)
- [Training and Experience Questionnaire](#)
- [Conditions of Employment \(Form 631\)](#)

To download the examination packet, go to the Attorney General's website <http://ag.ca.gov/careers/exams.php> or use the links provided in the list above.

#### Mailing Address:

Department of Justice  
Testing and Selection Unit  
ATTN: Tia Woods  
P.O. Box 944255  
Sacramento, CA 94244-2550

#### File in Person:

Department of Justice  
Testing and Selection Unit  
ATTN: Tia Woods  
1300 "I" Street, 7th Floor Receptionist  
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD, ONLINE, VIA INTER-AGENCY MAIL OR FAX.**

#### SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

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LATENT PRINT SUPERVISOR  
VF31-8473 TW

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BULLETIN RELEASE DATE: NOVEMBER 20, 2009  
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**LATENT PRINT SUPERVISOR**

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**SALARY RANGE**

**\$5643 – \$7149**

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

**ELIGIBLE LIST INFORMATION**

A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Positions exist in Sacramento, Fresno, and Redding only with the Department of Justice.

**MINIMUM QUALIFICATIONS**

**Either I**

**Experience:** One year of experience in the California state service performing criminal identification duties comparable in level of responsibility to those of a Latent Print Analyst II.

**Or II**

**Experience:** Five years of experience performing the technical phases of criminal identification work in a governmental law enforcement agency, including one year in latent print analysis involving experience in field investigation or automated fingerprint information systems and court testimony. (Experience in the California state service applied toward this requirement must include at least one year performing criminal identification duties comparable in level of responsibility to those of a Latent Print Analyst II.)

**And**

**Education:** Equivalent to completion of the 12th grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**DEFINITION OF TERMS**

Latent Print Analysis is defined as experience in comparing latent prints with inked and/or electronic imaged prints, experience in crime scene processing for latent prints, all phases of physical evidence processing, and expert testimony to the results of latent print examinations in a court of law.

**POSITION DESCRIPTION**

The Latent Print Supervisor assigns, directs, and supervises the work of a group of Latent Print Analysts I and II involved in the development, evaluation, comparison, and identification of latent prints from objects of evidence, structures, and other materials in the Latent Print Laboratory and Crime scene investigations. The Division of Law Enforcement (DLE) Latent Print Program is accredited by the American Society of Crime Laboratory Directors (ASCLD). The DLE Latent Print Supervisors direct, supervise and ensure compliance to ASCLD standards. Duties include directing all statewide activities of the Latent Print Section of the Division of Law Enforcement or Division of Criminal Justice Information Services of the Department of Justice; representing the Department of Justice to local law enforcement as an expert in the field of latent print analysis techniques; and performing the most difficult and sensitive latent print analyses requiring court testimony.

**EXAMINATION INFORMATION**

The examination will consist of a Training and Experience Questionnaire and is the sole component of the Latent Print Supervisor examination. The Questionnaire will be evaluated by Subject Matter Experts using a pre determined rating criteria. To obtain a position on the eligible list, a minimum rating of 70.00% must be received.

**TRAINING AND EXPERIENCE QUESTIONNAIRE - WEIGHTED 100%**

This testing component measures the following knowledge and abilities:

**KNOWLEDGE OF:**

1. The science of fingerprints including the history of, and prenatal development of, friction ridge skin.
2. Basic workings of the criminal justice systems.
3. Techniques of evidence gathering and handling.
4. The American Society of Crime Laboratory Directors (ASCLD) standards and requirements.

**EXAMINATION  
INFORMATION  
(CONTINUED)**

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**KNOWLEDGE OF (CONTINUED):**

5. The Scientific Working Group on Friction Ridge Analysis and Technology (SWGFAST)
6. Principles of supervision and personnel management.
7. The department's policies and procedures.
8. A supervisor's role in the Equal Employment Opportunity program objectives.
9. The department's Equal Employment Opportunity program objectives.
10. The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
11. The purpose, mission, and goals of the department and work unit to ensure that the progress and completion of work assignments and tasks conform to the overall objectives of the work unit.

**ABILITY TO:**

1. Review and analyze manuals, policies and regulatory requirements, etc., that affect work unit operations to determine impact to unit operations and staff.
2. Make difficult fingerprint identifications.
3. Verify latent print identifications and perform technical and administrative casework/report reviews.
4. Work effectively in a field environment.
5. Work independently and be a self starter.
6. Identify complex problems and review related information to develop and evaluate options and implement solutions.
7. Develop and maintain cooperative working relationships with representatives of local law enforcement agencies.
8. Prepare correspondence, reports, and exhibits for use in court.
9. Prepare clear, concise, and accurate written reports, correspondence, and other job related documents for a variety of audiences.
10. Communicate verbally and/or in writing in a clear, concise, and effective manner deemed appropriate for a particular situation and audience being addressed.
11. Testify in court effectively.
12. Learn sophisticated methods of latent print analysis.
13. Assign, direct, and supervise the work of a group of subordinates.
14. Effectively contribute to the Department's Equal Employment Opportunity objectives.

**ADDITIONAL  
REQUIREMENTS**

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Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

**VETERANS  
PREFERENCE/  
CAREER CREDITS**

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Veterans' Preference Credits and Career Credits **will not** be granted in this examination.

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**GENERAL INFORMATION**

**The Department of Justice** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**It is the Candidate's Responsibility** to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at the Department of Justice Offices ([www.ag.ca.gov](http://www.ag.ca.gov)), State Personnel Board Offices ([www.spb.ca.gov](http://www.spb.ca.gov)), and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)).

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)  
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE  
TESTING AND SELECTION UNIT  
P. O. BOX 944255  
SACRAMENTO, CA 94244-2550  
(916) 324-5039

Department of Justice  
Training and Experience Questionnaire  
Affirmation  
Latent Print Supervisor

The Training and Experience Narrative is the sole component of the Latent Print Supervisor promotional examination. To obtain a position on the eligible list a minimum score of 70% must be received. The instructions below should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your Training and Experience Narrative and disqualification from this examination.

All applicants **must complete and return the entire** examination packet. The examination packet consists of the following:

- Standard Examination Application (Form STD 678)
- Affirmation
- Training and Experience Narrative
- Conditions of Employment

**\*\*The Affirmation & Examination Application must have original signatures\*\***

Completed examination packets must be returned to one of the following addresses:

**Mailing Address:**

Department of Justice  
**Attention:** Tia Woods  
Testing and Selection Unit  
P.O. Box 944255  
Sacramento, CA 94244-2550

**File in Person:**

Department of Justice  
**Attention:** Tia Woods  
Testing and Selection Unit  
1300 I Street, Suite 720  
Sacramento, CA 95814

**I hereby certify that the information provided on this Training and Experience Narrative Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.**

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your Name (Printed): \_\_\_\_\_

# Latent Print Supervisor

## General Instructions

This Training and Experience Questionnaire is the sole component of the Latent Print Supervisor promotional examination. The responses to the Questionnaire will be evaluated by Subject Matter Experts (SMEs) using predetermined rating criteria. To obtain a position on the eligible list a minimum score of 70% must be received. The instructions below should be read carefully and understood before completing this examination; failure to do so may result in an inability to process your training and experience questionnaire and disqualification from this examination.

- This training and experience questionnaire consists of three questions.
- You must type your responses to these questions; however, you may use your preferred writing software program to do so.
- Note that regardless of the writing software program you choose to use, your response to each question may only consist of one (1) sheet of paper, single spaced, in 12 point Times New Roman font, with a one (1) inch margin on the top and bottom of the page, and a (one) 1 inch margin on the left and right of the page. The maximum number of pages you should complete for this Training and Experience Questionnaire is three (3), one (1) page per question. **Responses that do not meet this criterion will not be evaluated and will result in disqualification from this exam.**
- You **must** write the question number you are responding to in the top left corner of each page. You may hand write this number, however, it must be clearly legible.
- You **must** write the last four (4) digits of your social security number on the top right corner of each page of your responses. You may hand write this number, however, it must be clearly legible.
- Please keep your answers concise, but be sure to answer all questions completely and accurately. Providing specific information will allow the SMEs to properly evaluate your qualifications. Omitted information cannot be considered and will not be assumed.
- Please note that the Department of Justice may reference the information you provided on the questionnaire during any subsequent interviews.

If you meet the minimum qualifications and are successful in this training and experience questionnaire process, you will obtain a position on the eligible list for the Latent Print Supervisor classification. The information that you provide in this Training and Experience Questionnaire may be verified at the time of hiring.

# Latent Print Supervisor

## Training and Experience Narrative Questionnaire

### **Question #1:**

As a new Latent Print Supervisor (LPS), you will most likely start in the position without benefit of assistance from the prior LPS. In the first thirty days as a LPS, what would you do to orient and establish yourself?

### **Question #2:**

The responsibility of an LPS is to perform technical and administrative reviews of Latent Print Analyst caseworks. During the review process, you realize the written documentation with a particular LPA lacks proper English structure and content in the reports.

How would you help the LPA to communicate more effectively in writing and what steps should you take to alleviate similar problems in the future.

### **Question #3:**

While performing an administrative review of a completed case, an erroneous identification was discovered. What responsibilities as a Latent Print Supervisor do you take to resolve this issue?

