EDWARD M. BIRN
Director (Direktot)
EDITH C. PANGELINAN
Deputy Director (Sigundo Direktot)

DEPARTMENT OF ADMINISTRATION
DIPATTAMENTON ATMENESTRASION
DIRECTOR'S OFFICE
(Ufisinan Direktot)

Telephone (*Telifon*): (671) 475-1101/1250 • Fax (*Faks*): (671) 477-6788

LOURDES A. LEON GUERRERO
Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

August 13, 2019

HRD NO.: 17-428C

35GL-19-0894
Speaker Tina Rose Muña Barnes

AUG 13 2019
Time 4:08 ( )AM (X)PM
Received By: Matt

Honorable Speaker Tina Muña Barnes
I Mina'trentai Singko Na Liheslaturan Guåhan
Guam Congress Building
163 Chalan Santo Papa
Hagatna, Guam 96910

RE: Amendment of Positions: Fingerprint Examiner I, Fingerprint Examiner II, Fingerprint Specialist, and Fingerprint Supervisor

Dear Speaker Muña Barnes:

Buenas yan Håfa Adai! I Mina'trentai Singko Na Liheslaturan Guåhan is respectfully requested to file for record the amendment of the Fingerprint Examiner Series positions within the classified service pursuant to §6303, Title 4, Guam Code Annotated.

The current position titles reads:

Fingerprint Examiner I, Fingerprint Examiner II, Fingerprint Specialist, Fingerprint Supervisor

The amended position titles reads:

Latent Fingerprint Examiner I, Latent Fingerprint Examiner II, Latent Fingerprint Examiner Supervisor

The Latent Fingerprint Examiner series of positions will be located within the Guam Police Department, Forensic Science Division. Pursuant to the Personnel Management Modernization Act of 2006, Public Law 28-112, all requirements for the creation of these positions have been fulfilled (attachments).

0894

Should you have any questions or require additional information, please contact the Classification and Pay Branch, Human Resources Division at 475-1265/1201/1131. *Dångkolo na Agradesimiento!*

EDWARD M. BIRN, Director
Department of Administration

Attachments

Acknowledged By:
Secretary of the Legislature ***I Mina'trentai Singko Na Liheslaturan Guåhan*** **Date:**

Lourdes A. Leon Guerrero
Governor
Joshua F. Tenorio
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASION)
DIRECTOR'S OFFICE
(Ufisinan Direktot)
#590 South Marine Corp Drive, Suite 224
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Edward M. Birn
Director
Edith C. Pangelinan
Deputy Director
Tina Sanchez

RCVD AT CENTRAL FILE
JUL 30 '19 PM4:00
2019.4732

HRD NO.: OG-17-428B

MAY 01 2019

MEMORANDUM

To: The Governor

From: Director, Department of Administration

Subject: Amendment of Positions
RE: Fingerprint Examiner I, Fingerprint Examiner II, Fingerprint Specialist and Fingerprint Supervisor

Buenas yan Håfa Adai! This memorandum is to respectfully request approval to amend the current Fingerprint Examiner series, position titles and job specifications, pursuant to §6303, Title 4, Guam Code Annotated and is in accordance with the Department of Administration's Personnel Rules and Regulations 5.002, standards may be created, amended or abolished. The positions are located within the Forensic Science Division of the Guam Police Department.

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 recommending the abolishment of the Fingerprint Specialist position.

Both the Department of Administration and the Guam Police Department have fully complied with the requirements of the transparency law as set forth in §6303 (c) of Chapter 6, Title 4 of the Guam Code Annotated and Public Law 28-112.

Lourdes A. Leon Guerrero
Governor
Joshua F. Tenorio
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASION)
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Edward M. Birn
Director
Edith C. Pangelinan
Deputy Director

Should you have any questions or require additional information, please do not hesitate to contact our Classification and Pay Branch at 475-1265/1201/1131/1219. ***Dångkolo na Agradesimiento!***

EDWARD M. BIRN

/✓/ Approval

/ / Disapproval

LOURDES A. LEON GUERRERO
GOVERNOR OF GUAM

8/1/2019
Date

Attachments

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

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

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

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 Driver's License

ESTABLISHED: SEPTEMBER 1995
AMENDED: APRIL 2019
FLSA: NON-EXEMPT
PAYGRADE: I

HAY EVALUATION:	**KNOW-HOW:**	**D I 1**	**132**
	PROBLEM SOLVING:	**C 3 (25%)**	**33**
	ACCOUNTABILITY:	**C 1 C**	**43**
	TOTAL POINTS:		**208**

LOURDES A. LEON GUERRERO
Governor of Guam

EDWARD M. BIRN, Director
Department of Administration

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

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

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

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

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

HAY EVALUATION:	**KNOW-HOW:**	**D I 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

Doc. No. 35GL-19-0894.

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

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

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

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:

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. Must possess a valid Guam 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.

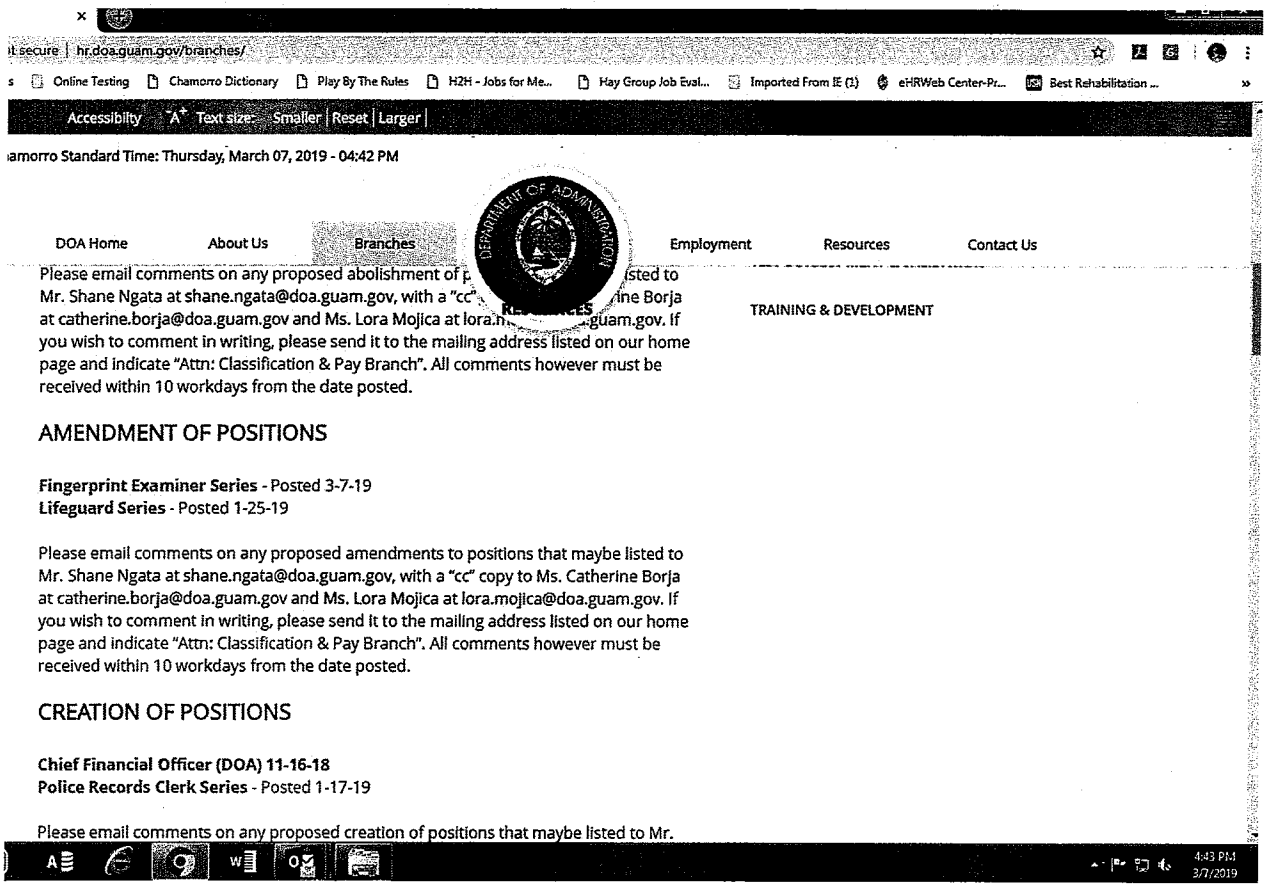
ESTABLISHED: SEPTEMBER 1995
AMENDED: APRIL 2019
FLSA: NON-EXEMPT
PAYGRADE: M

HAY EVALUATION:			
	KNOW-HOW:	E I 3	200
	PROBLEM SOLVING:	E 3 (33%)	66
	ACCOUNTABILITY:	D 2 C	76
	TOTAL POINTS:		342

LOURDES A. LEON GUERRERO
Governor of Guam

EDWARD M. BIRN, Director
Department of Administration

Proof of Posting Proposed Amendment to Fingerprint Examiner Series on 3/7/19



it secure | hr.doa.guam.gov/branches/

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TRAINING & DEVELOPMENT

Please email comments on any proposed abolishment of p...isted to Mr. Shane Ngata at shane.ngata@doa.guam.gov, with a "cc"... ...ine Borja at catherine.borja@doa.guam.gov and Ms. Lora Mojica at lora.m...guam.gov. If you wish to comment in writing, please send it to the mailing address listed on our home page and indicate "Attn: Classification & Pay Branch". All comments however must be received within 10 workdays from the date posted.

AMENDMENT OF POSITIONS

Fingerprint Examiner Series - Posted 3-7-19
Lifeguard Series - Posted 1-25-19

Please email comments on any proposed amendments to positions that maybe listed to Mr. Shane Ngata at shane.ngata@doa.guam.gov, with a "cc" copy to Ms. Catherine Borja at catherine.borja@doa.guam.gov and Ms. Lora Mojica at lora.mojica@doa.guam.gov. If you wish to comment in writing, please send it to the mailing address listed on our home page and indicate "Attn: Classification & Pay Branch". All comments however must be received within 10 workdays from the date posted.

CREATION OF POSITIONS

Chief Financial Officer (DOA) 11-16-18
Police Records Clerk Series - Posted 1-17-19

Please email comments on any proposed creation of positions that maybe listed to Mr.

4:43 PM 3/7/2019

CIVILIAN CAREERS

REQUEST FOR PROPOSALS

INTERNAL AFFAIRS CASE

Civilian Careers

Police Records Series Creation (http://gpd.guam.gov/wp-gpd-content/uploads/2019/03/Police-Records-Series-Creation.pdf)
Fingerprint Examiner series - Amendment (http://gpd.guam.gov/wp-gpd-content/uploads/2019/03/Fingerprint-Examiner-series-Amendment.pdf)

This position is announce for ten (10) calendar days beginning, please email questions at human.resources@gpd.guam.gov

CONTACT US

THE GUAM POLICE DEPARTMENT

For Emergencies

Tel: 911

Office of the Chief of Police:

Tel: (671) 475-8508/8509

Agat Precinct (South):

Tel: (671) 475-8642

Hagatna Precinct (Central):

Tel: (671) 475-8537/8541

Tumon/Tamuning Precinct (Hotel Row):

Rosezette NT. Santos

From:	Rosezette NT. Santos
Sent:	Wednesday, May 08, 2019 2:32 PM
To:	'mindy@postguam.com'; 'editor@postguam.com'; 'newsdirector@kuam.com'; 'guamnewsroom@guam.gannett.com'; 'news@sorensenmediagroup.com'; 'sabrina@kuam.com'
Cc:	Shane G Ngata
Subject:	Notice of Proposed Creation and Amendment of Positions
Attachments:	Fingerprint Examiner series - Amendment.pdf; Police Records Series Creation.pdf

Hafa Adai,

In accordance with 4 GCA §6303.1(a), the attached Notice of Proposed Creation of Position for the Police Records Clerk series and the Proposed Amendment of Position for the Fingerprint Examiner series is provided.

Si Yu'us Ma'ase.

Rosezette N.T. Santos

Classification & Pay Branch
Department of Administration
Human Resources Division
Email: rosezette.santos@doa.guam.gov
Tel # 475-1265
Fax #: 477-7100/3671
website: www.hr.doa.guam.gov

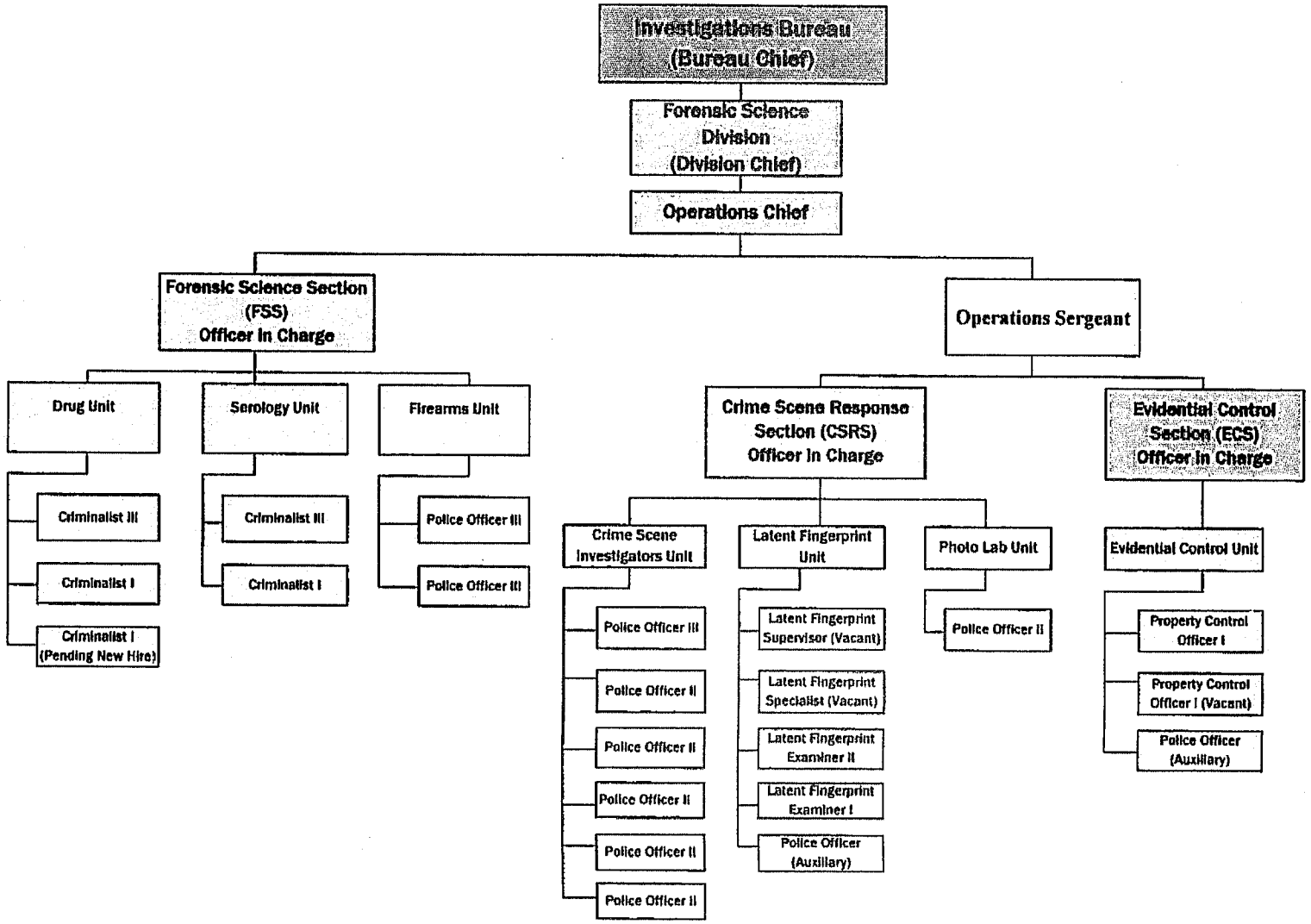
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'sabrina@kuam.com'	
Shane G Ngata	Delivered: 5/8/2019 2:32 PM

GUAM POLICE DEPARTMENT
ORGANIZATIONAL STRUCTURE
FORENSIC SCIENCE DIVISION
224 Sesame Street, Mangilao, Guam 96913



operations and submit recommendations for implementation. He/She shall maintain copies of all current general orders, special orders, personnel orders, directives of superiors, and the Personnel Rules and Regulations, and shall make copies of these policies available to Section personnel.

Federal Task Force Section

The Officer-In-Charge, Federal Task Force Section (FTFS), reports directly to and is accountable to the Operations Chief, Criminal Investigations Division. He/She is responsible for the coordination, cooperation, and exchange of information with Federal Task Forces on matters of mutual concern; establishing and maintaining cooperation with local and federal agencies concerned with similar objectives; and is the liaison between the Guam Police Department and all Federal Law Enforcement entities consisting of, but not limited to, the Drug Enforcement Administration (DEA), Federal Bureau of Investigation (FBI), Alcohol Tobacco and Firearms (ATF), Sectioned States Marshal Services (USMS), Immigration and Customs Enforcement (ICE), Sectioned States Postal Inspectors (USPS), etc.

The Officer-In-Charge shall assess current operations and submit recommendations for implementation. He/She shall maintain copies of all current general orders, special orders, personnel orders, directives of superiors, and the Personnel Rules and Regulations, and shall make copies of these policies available to Section personnel.

FORENSIC SCIENCE DIVISION (FSD)

The Division Chief, Forensic Science Division (FSD), reports directly and is accountable to the Bureau Chief, Investigations Bureau. The Division Chief is the superior officer and has administrative and supervisory control over personnel assigned to the Crime Scene Response Section, Forensic Science Section, and Evidence Control Section and is assisted by an Operations Chief.

The Division is responsible for the examination, identification, comparison, and interpretation of drugs, serological, trace, fingerprint, firearms/tool marks and other physical evidence from crime scenes; providing photographic support; furnishing expert testimony before the courts concerning the examinations conducted on evidence; developing and maintaining liaison with local, federal, off-island and other agencies concerned.

The Division Chief, Forensic Science Division, is responsible for formulating and implementing policies and procedures, programs, projects geared toward achieving the Division's goals and objectives and those of subordinate sections. In addition, the

Division is responsible for assuring that reports are prepared and submitted in accordance with departmental policies and procedures, preparing short and long-term plans for the Division and its subordinate sections; preparing the consolidated annual budget program for subordinate sections; assuring the goals and objectives are developed by subordinate sections; planning for and implementing training programs to improve the capabilities of Division personnel in coordination with the Training and Staff Development Section, providing internal leadership training; and identifying chain-of-command and departmental responsibilities.

The Division Chief, Forensic Science Division, shall maintain and ensure compliance by subordinate sections of all current general orders, special orders, personnel orders, directives of superiors, and the Personnel Rules and Regulations.

Operations Chief, Forensic Science Division (FSD)

The Operations Chief, Forensic Science Division (FSD), is responsible in assisting the Division Chief, Forensic Science Division, in the operational management, supervision and control of all sections and units assigned under the Division.
The Operations Chief, Forensic Science Division, shall assess current operations and submit recommendations for implementation. He/she shall maintain and ensure compliance with all current general orders, special orders, personnel orders, directives of superiors, and the Personnel Rules and Regulation, and shall make these policies available for Division personnel.

Crime Scene Response (CSR) Section

The Officer-In-Charge, Crime Scene Response Section, is responsible and accountable for, and has authority over, the Department's crime scene response functions. The Officer-In-Charge, Crime Scene Response Section, reports directly to the Operations Chief, Forensic Science Division (FSD).

The Crime Scene Response Section is responsible for at-scene field investigation and crime scene processing, 24 hours a day, 7 days a week; documentation of crime scene and evidence by still and/or video photograph and sketches; identification, collection and preservation of physical evidence; crime scene reconstruction, blood spatter interpretation; composite sketching of suspects based on victim and/or witness interview; maintenance of photo processing and automated mug shot files; processing of latent prints by chemical and physical means and by alternate light source for the detection and development; use of automated fingerprint identification system for ten print and latent print database entries and comparisons; comparison

of latent prints with known prints of suspect and/or victims; identification of unknown dead or aliases through ten print-to-ten print comparisons; preparation of photographic charts of identified latent print and matching ten print for court hearing presentation; provide guidance and assistance to law enforcement agencies in various matters of all types of evidential firearms and other firearm related evidence; use of DRUGFIRE for the comparison of evidential cartridge cases and bullets and their subsequent comparison to a reference library of known or to the database entries of unsolved cases; functions check of all submitted evidential firearms; side by side comparisons of crime scene evidence and test fire exemplars of ammunition components; determination of muzzle to garment distance; restoration of obliterated and/or altered serial numbers (firearm, motor vehicle numbers, etc.); and examination and identification of tool marked items.

The Officer-In-Charge, Crime Scene Response Section, shall assess current operations and submit recommendations for implementation. He/she shall maintain and ensure compliance with all current general orders, special orders, personnel orders, directives of superiors, and the Personnel Rules and Regulations, and shall make these policies available to Section personnel.

Forensic Science Section (FSS)

The Officer-In-Charge, Forensic Science Section, reports directly and is accountable to the Operations Chief, Forensic Science Division FSD. The Officer-In-Charge, Forensic Science Section, is responsible for, and has authority over, the Department's scientific analysis functions.

The Forensic Science Section is responsible for examination and identification of evidential controlled substances and pharmaceutical drugs using chemical, physical and instrumental means; examination and analysis of biological samples (i.e., blood, urine, post-mortem body tissues) for the presence of drugs, poisons or other toxins; screening of blood and urine samples for commonly used/abused drugs and their metabolites and subsequent confirmation by mass spectrometry; provide training, guidance and assistance to law enforcement agencies and prosecutors in the various matters of drug-toxicology, serology, DNA and firearms/tool mark evidence in the areas of handling and preservation; analysis of blood spatter and body fluids/stains recovered as evidence in violent crimes (i.e., homicide, rape, assault, hit-and-run, robbery); identification of blood, semen, saliva, and other body fluids using conventional serology procedures; assembly and distribution of the GPD Sexual Assault Kits to medical examination facilities; identification of physiological fluids from non-human sources (i.e., deer, swine, bovine, etc.); examination and identification of deer hair; maintain the Section's forensic laboratory information management system; plan and develop an overall laboratory safety program; and

plan and implement training programs to be received by or presented by laboratory personnel.

The Officer-In-Charge, Forensic Science Section, shall assess current operations and submit recommendations for implementation. He/she shall maintain and ensure compliance with all current general orders, special orders, personnel orders, directives of superiors, and the Personnel Rules and Regulations, and shall make these policies available to Section personnel.

Evidence Control Section (ECS)

The Officer-In-Charge, Evidence Control Section, reports directly to the Operations Chief, FSD, and is responsible and accountable for, and has authority over the department-owned property management functions. Maintaining storage, inventory and accounting for all property and evidence (except for government property not of evidential nature); maintaining chain of custody receipts, and maintaining custody and records of confiscated, impounded and found property; coordinating with proper authorities for the release of property pursuant to law and regulations; tracing ownership and arranging for the return of found property.

The Officer-In-Charge, Evidence Control Section, shall assess current operations and submit recommendations for implementation. He/she shall maintain and ensure compliance with all current general orders, special orders, personnel orders, directives of superiors, and the Personnel Rules and Regulations, and shall make these policies available to Section personnel.

SERVICES BUREAU

The Services Bureau Chief reports directly and is accountable to the Chief of Police for the efficient and effective administration and operation of the Administration Division and Support Division. He/She ensures that the Chief of Police's decisions and concepts are implemented by directing the staff and by assigning specific responsibilities when necessary to prepare and issue plans, orders, reports and other staff actions. He/She reviews staff actions to ensure that they are adequate, coordinated and designed to produce the Chief of Police's intended results. He/She approves those actions if authorized; otherwise, he/she obtains the Chief of Police's approval.