Latent Print Examiner Training Program

Offered to Selected Applicants

In partnership with the National Institute of Justice (NIJ), the National Forensic Science Technology Center (NFSTC) is pleased to announce that Latent Print Examiner Training will be provided at no cost to eligible applicants under Cooperative Agreement Award (#2010-DN-BX-K265).

The training program will lead a cohort of entry level latent print examiner trainees through a series of course offerings designed to meet the International Association for Identification (IAI) certification requirement for technical training. The Latent Print Examiner Training Program consists of 11 courses offered in 5 two-week instructional sessions at the NFSTC training facilities in Largo, FL. Participants will be required to complete online course work, assignments, assessments and practical exercises between onsite sessions.

The training is scheduled to begin in October 2011 and conclude in June 2012.

<table>
<thead>
<tr>
<th>Onsite Dates</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>2011</td>
<td></td>
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<tr>
<td>1 October 17-21</td>
<td>Introduction to Friction Ridge Examination</td>
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<tr>
<td>2 October 24-26</td>
<td>Palm Print Examination Techniques</td>
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<tr>
<td>3 October 27-28</td>
<td>Latent Print Development Techniques I</td>
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<tr>
<td>4 December 5-9</td>
<td>Ridgeology Concepts for Friction Ridge Examination</td>
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<tr>
<td>5 December 12-16</td>
<td>Fundamentals of Latent Print Examination</td>
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<tr>
<td>2012</td>
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<tr>
<td>6 February 6-10</td>
<td>Automation, AFIS and Collection of Known Exemplars</td>
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<td>7 February 13-17</td>
<td>Current Issues in the Science of Friction Ridge Individualization</td>
</tr>
<tr>
<td>8 April 9-13</td>
<td>Latent Print Development Techniques II</td>
</tr>
<tr>
<td>9 April 16-20</td>
<td>Digital Imaging Concepts for Latent Print Examiners</td>
</tr>
<tr>
<td>10 June 11-15</td>
<td>Complex Examination and IAI Certification Test Preparation</td>
</tr>
<tr>
<td>11 June 18-22</td>
<td>Fingerprint Expert Witness Testimony – Moot Courts</td>
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</tbody>
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Approximately ten (10) to fifteen (15) hours pre/post-course work will be assigned per course.
Eligibility Requirements

To be eligible for participation in this training program, applicants must:

- Have less than 6 months experience in latent print examination at the time of application submission
  - Agencies who expect to have a new hire latent print examiner employed by September 2, 2011 are eligible to submit an application
- Work for a U.S. publicly funded state, local or tribal agency as a professional practitioner in law enforcement or forensic services
- Possess the visual acuity to examine small details under magnification
- Possess a reasonable level of skill in English, arithmetic, computer keyboarding and word processing
- Have access to the following resources at home or agency for the duration of the Latent Print Examiner Training Program:
  - Computer with Internet access *(Note: Computers will be provided for onsite training classes)*
  - Word processing software (preferably MS Word) and Excel
  - Printer: photo quality
- Have the ability to bring the following required equipment to designated onsite training sessions:
  - Digital SLR camera with lens capable of macro-photography and with remote shutter release
  - Tripod
  - Minimum of one 4x power fingerprint magnifier/comparison loupe
  - Ridge counters (both blunt and needle sharp)
  - One fiberglass dusting brush and one magnetic (Magna) brush
  - Optional:
    - Magnifier/comparison loupes of various magnifications may be helpful
    - Small battery operated lamp for 1:1 searching and comparisons may be helpful

Trainees must bring the required equipment to designated onsite training sessions. Trainees must have a sound working knowledge of the photography equipment. Time will not allow for individual instruction on equipment use and basic photography skills.

Applicants selected to attend the program will be required to:

- Successfully complete visual acuity tests (tests will be provided)
- Obtain agency approval and provide approval documentation to the NFSTC (approval form will be provided)
  - Approval documentation requires agency commitment and support of the applicant throughout the program, including the willingness to provide applicant sufficient time on the job to complete pre/post course work
- Provide written verification that all eligibility requirements are met (verification form will be provided)
Application Process

Applications will be accepted through August 21, 2011, 11:59 PM EST.

Applicants will be selected based upon diversity in:

- Profession
- Unit of government (state, local or tribal)
- Geography

Pre-selected candidates will be notified no later than September 2, 2011. Visual acuity testing of pre-selected candidates is scheduled to begin on September 5, 2011.

To submit an online application, follow the steps listed below:

1. Navigate to the NFSTC Event Portal (http://www.nfstc.org/meetings).
2. If this is the first time using the NFSTC Event Portal, click on the Create New Account link and complete requested information to establish a user account.
   - Existing users login to the NFSTC Event Portal using assigned Username and Password
   - Note: Please record Username and Password for future reentry to the NFSTC Meetings Portal
3. Locate the Latent Print Examiner Training Application event listed under Event Name and click on the Register button.
4. Enter “LP3” in the Enter Your Invitation Code field. (Invitation code is case sensitive.)
5. Complete the application for the Latent Print Examiner Training Program in its entirety.
   - Only fully completed applications will be eligible for selection consideration
6. Click on the Submit button to complete the application process.
   - Application information may be edited at any time up to August 21, 2011, 11:59 PM EST by logging into the NFSTC Event Portal and clicking on the Edit My Details link displayed next to the Latent Print Examiner Training Application event

Questions related to the application process should be directed to:

Jessica Ward
National Forensic Science Technology Center
Instructional Services Support Associate
Jessica.Ward@nfstc.org
727-549-6067, Ext: 155
Expenses

Training program participants will be provided with the following services, most of which are direct-billed to the NFSTC:

**Travel and Lodging**

- **Air travel (direct-billed to the NFSTC)**

- **Travel by personal vehicle (trainees who live within 50 miles of the NFSTC training facility)**
  - Roundtrip daily mileage from home to the NFSTC will be reimbursed at the government rate
  - Travel expenses for state, local and federal agency vehicles are not reimbursable
  - Lodging accommodations or lodging reimbursement will not be provided

- **Travel by personal vehicle (trainees driving a vehicle in lieu of flying)**
  - Must be preapproved by the NFSTC program manager (via email)
  - Mileage reimbursement will be based upon actual mileage and will not exceed the cost of a corresponding roundtrip flight itinerary obtained through the Carlson-Wagonlit travel agency
  - Travel expenses for state, local and federal agency vehicles are not reimbursable

- **Transportation from/to the airport and hotel, as well as from/to the training facility will be provided (direct-billed to the NFSTC)**

> The NFSTC reserves the right to limit the reimbursement for local transportation outside of prearranged services.

- **Hotel accommodations (direct-billed to the NFSTC)**
  - Training participants who live within 50 miles of the NFSTC training facility are not eligible for lodging accommodation reimbursement; roundtrip daily mileage from home to the NFSTC will be reimbursed at the government rate
  - Attendees are responsible for any incidental at the hotel and must provide a credit card to the hotel upon arrival

**Stipend for Trainees Traveling by Air**

A travel stipend check for $620.00 will be provided to each trainee after a training session is completed. This stipend check is provided to cover other expenses and incidentals, including, but not limited to:

- Home to airport/airport to home transportation
- Parking, fees, tips, gas, tolls and other miscellaneous charges
- All luggage fees, including checked luggage, excess luggage, excess luggage weight, carry-on luggage, luggage handling, etc.
- Meals

> The amount of the stipend will be adjusted accordingly for those who do not attend the entire onsite training session.
Expenses (continued)

Travel Reimbursement for Trainees Traveling by Personal Vehicle

- Reimbursement is provided through a Travel Reimbursement Request (TRC) process rather than via stipend
- TRC forms and instructions for proper completion will be provided by the NFSTC

Reimbursement for those who do not attend the entire onsite training session will be adjusted accordingly.

Course Materials

Course textbooks are provided for use throughout the program and must be returned to the NFSTC upon request.