

**POLICE FINGERPRINT TECHNICIAN II  
STUDY GUIDE**

A written examination for the class of **POLICE FINGERPRINT TECHNICIAN II** to be administered in **BATON ROUGE** on **JUNE 24, 2013**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<p><b>RECORDS MANAGEMENT AND DATA ENTRY</b></p> <p>Knowledge of effective records-management practices, including preparation, content, format, control, and retention; and knowledge of effective filing procedures sufficient to enter data and to organize and maintain records in numerical, alphabetical, and chronological order, or according to subject matter.</p>	29.0%
<p><b>REPORTS &amp; CORRESPONDENCE</b></p> <p>Knowledge of effective report preparation procedures, involving the compilation and organization of data into an effective written format for reports or official correspondence, including knowledge of English usage and grammar sufficient for effective written communications.</p>	10.0%
<p><b>SUPERVISION</b></p> <p>Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, train, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.</p>	29.0%
<p><b>PUBLIC RELATIONS</b></p> <p>Knowledge of effective public relations practices which foster a positive public image of the department through contact with the public.</p>	7.0%
<p><b>FINGERPRINT PROCEDURES AND IDENTIFICATION</b></p> <p>Knowledge of effective fingerprint procedures and techniques used to take fingerprint impressions in order to provide a permanent record of fingerprints for classification, identification, and comparison.</p>	25.0%

## REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### PRIMARY REFERENCE MATERIAL

**LOUISIANA AUTOMATED FINGERPRINT SYSTEM (LAFIS)FULL  
FUNCTION REMOTE POLICY AND PROCEDURES AND LSS 3000 USER'S GUIDE.**  
Baton Rouge Fingerprint Technician I & II. Oct. 2006.

**EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork**, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through LSU Firemen Training Program).

**FUNDAMENTALS OF CRIMINAL INVESTIGATION**, O'Hara, Charles E., Charles C. Thomas Publisher (Bannerstone House), 2600 South First Street, Springfield, IL 62794-9265, 7th ed., 2003.

**SUPERVISION OF POLICE PERSONNEL**, Iannone N. F., Prentice - Hall, Inc.(Series in Criminal Justice), Englewood Cliffs, NJ 07632, 6th ed., 2001.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.