

Class code: 3238
Grade: P-20

FINGERPRINT SPECIALIST IV

NATURE AND VARIETY OF WORK

This is highly technical and supervisory work in the examination of latent fingerprints, palm prints, and similar or related evidence pertaining to major criminal cases, performed with the assistance of a computer automated fingerprint identification system. Work of this class involves responsibility for supervision, planning and scheduling the work of fingerprint specialists and coordination of the Regional Automated Fingerprint Identification System (RAFIS). Work is performed under general supervision of a designated supervisor. Work is performed independently and reviewed through reports and work accomplishments.

EXAMPLES OF WORK

Exercises the full range of supervisory duties and responsibilities over subordinate level positions as defined in the Personnel Law Section 16-102(59).

Prepares section budget, RAFIS expenditures and supply requisitions.

Plans, organizes and reviews the work of fingerprint specialists and fingerprint assistants.

Evaluates latent fingerprints received to determine if they are of value prior to entry into the Regional Automated Fingerprint Identification System (RAFIS); records information into latent log book for chain of custody.

Enters latent prints of sufficient value into the RAFIS computer system by using either the re-edit or latent console.

Evaluates latent finger and palm impressions from crime scenes with ink impressions of known criminals based on either a written request or a print out of possible suspects from the automated fingerprint system.

Provides "expert" testimony in court.

Prepares photograph enlargements of fingerprints, palm prints, etc. for chart presentation in court.

Compiles incoming chemically processed materials and records them in the latent log book, using chain of custody form.

Works with the Police Department administrative group in determining appropriate relationships between criminal investigative and latent fingerprint classification activities in the interest of insuring ready availability of existing information for comparative use in identifying new data.

Provides narrative and statistical reports at the request of management.

Provides training to County police personnel and other municipal police departments in the use of the R.A.F.I.S. computer system as an investigative aide.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of the Henry system of fingerprint classification and related identification systems.

Thorough knowledge of the principles, practices, equipment and materials used in detecting, lifting, identifying and preserving latent prints, including a specialized knowledge of chemicals used in latent print examination.

Thorough knowledge of the rules of evidence and legal procedure common to court cases involving fingerprint identification.

Skill in accurate appraisal of evidence and physical items submitted for examination.

Ability to establish and maintain latent print and other files.

Ability to express facts and results of examination clearly, concisely, and objectively, both orally and in writing.

Ability to prepare fingerprint charts and other exhibits illustrative of identifications for court testimony and other purposes.

Ability to provide expert testimony in courts.

Ability to plan, assign, train, supervise and review the work of subordinates.

Ability to prepare budgets and requisition supplies.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent (GED) and completion of advanced technical or college level coursework or training equivalent to F.B.I. latent print school; plus four (4) years of experience in latent print examination and at least one (1) year of lead/supervisory experience. An equivalent combination of training, education or experience will also be considered.

CONDITIONS OF EMPLOYMENT

Possession of a valid drivers license.

Possession of appropriate certifications.

REVISED: 10/05