

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4127 **TITLE:** FINGERPRINT SPECIALIST SUPERVISOR **GRADE:** S-24

DEFINITION:

Under general supervision, responsible for the supervision of the fingerprint analysis unit; provides day-to-day first line supervision of lower level fingerprint specialists; assists the Director (Second Lieutenant) with establishing departmental policies and procedures; works on high-profile cases that involve capital crimes and the likelihood of Court testimony to identify persons through the evaluation, comparison, and identification of complex latent fingerprints and palm prints using both manual and automated fingerprint identification technology, and to establish positive identity through the comparison of ten-print fingerprint records to identify criminal offenders in support of the Police Department's mission; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is a single-position class. The Fingerprint Specialist Supervisor is distinguished from the Fingerprint Specialist III in that the Fingerprint Specialist Supervisor provides supervision for lower level Fingerprint Specialists and can also function as a subject matter expert in the more complex cases of latent fingerprint evaluation, comparison, and identification whereas the Fingerprint Specialist IIIs are assigned complex cases of latent fingerprint evaluation which require an advanced level of knowledge, technical skill, proficiency, and experience in both the identification of persons and in testimony in high profile cases.

ILLUSTRATIVE DUTIES:

Establishes a working relationship with the Virginia State Police, the District of Columbia and the Maryland Jurisdictions that are partners to the National Capitol Region;
Leads, supervises and organizes the work of other Fingerprint Specialists;
Trains other Fingerprint Specialists on the functions and maintenance of the AFIS equipment to include the MugShot System;
Participates and makes recommendations in the final and technical review of new workflows and equipment associated with the fingerprint system;
Attends and participates in meetings composed of supervisory and administrative officials relating to fingerprint policies, procedures and equipment;
Makes recommendations to the Director (Second Lieutenant) on significant proposals regarding procedures and policies;
Searches and compares latent prints with fingerprints/palm prints of known suspects for the purpose of identification using manual and automated (when applicable) fingerprint identification technology;
Compares complex, unidentified latent fingerprints to a computer-generated list of known persons with previous criminal histories, utilizing automated fingerprint identification technology with interfaces to the Virginia State Police Automated Fingerprint Identification System (VAFIS) and the Metropolitan Washington, D.C. Automated Fingerprint Identification System (DCAFIS);
Trains lower level Fingerprint Specialist in skills consistent with their position classification level, and monitors and documents the employee's development;
Provides guidance, mentoring, and assistance to employees of lesser skill and experience;

Classifies ten-print fingerprint cards, utilizing the Henry and National Crime Information Center (NCIC) classification method;
Enters fingerprints from ten-print cards into the automated files;
Examines and evaluates latent fingerprint evidence, entering it into the manual file or rejecting it due to poor quality;
Receives, evaluates and corrects errors in the processing of Central Criminal Records Exchange (CCRE) arrest documents and associated ten-print cards;
Photographs, develops, and prints black-and-white photo enlargements of identified latent prints and comparative ten-prints;
Prepares detailed charts, exhibits, and documents of fingerprint evidence for trial, and testifies in court as an expert in the field of fingerprint and palm print identification;
Performs AFIS computer backup and routine computer maintenance, and identifies and resolves minor malfunctions.
Gives court testimony in high profile and capital crime cases
Collect daily arrest statistics;
Responsible for Training and Travel and the completion of agency requirements;
Monitor daily activities of the Fingerprint Specialists;
Monitor courtroom testimony;
Provide the Office of the Sheriff and the Public Information Office with essential arrest information;
Create and monitor established programs to assist the agencies with recent information and arrest trends;
Coordinate and Schedule meeting with the members of NOVARIS;
Work with the Office of the Sheriff, Police Record Room to maintain communication and cooperation;
Responsive to the District Stations requirements where LiveScan is in place.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of the Fingerprint System and associated equipment within the confines of Fairfax County as well as the equipment and workflows of those agencies established as partners in the NOVARIS group;
Thorough knowledge of Automated Fingerprint System architecture as applied to workflows, current and future system needs and requirements;
Thorough knowledge of the Henry and National Crime Information Center (NCIC) methods of fingerprint identification;
Thorough knowledge of the rules of evidence involving fingerprint identification and legal procedures common to court cases;
Knowledge of network infrastructure;
Knowledge of Oracle database as applied to the Automated Fingerprint System;
Knowledge of training methods used in fingerprint identification skills and duties;
Knowledge of the methods, techniques, and equipment used to take, develop and enlarge photographs;
Ability to lead, supervise and train highly skilled Fingerprint Technicians;
Ability to troubleshoot complex system problems and performance;
Ability to communicate the end users' requirements to the computer systems engineers;

Ability to prioritize and delegate work, and to manage a caseload efficiently under minimal supervision;
Ability to accurately classify, search for, and identify complex fingerprints;
Ability to operate, analyze data from, and troubleshoot an automated fingerprint identification system;
Ability to communicate and to summarize facts and examination results clearly, concisely, and objectively, both orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
High school graduation or a G.E.D. issued by a state department of education; PLUS
Successful completion of formal training or courses in basic fingerprint identification, advanced latent fingerprint identification, and administrative advanced fingerprint identification conducted by the Federal Bureau of Investigation or equivalent resource; PLUS Ten years of experience in fingerprint identification, including eight years of experience identifying latent prints, experience in training personnel in fingerprint identification skills and duties and at least one year of experience as a supervisor or project manager leading a team of fingerprint specialists.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

ESTABLISHED: August 1, 2006