

**Classification Title: Latent Print Supervisor**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Supervises, schedules, assigns and evaluates the work of latent examiners in the four disciplines of latent print examination - footwear, tiretrack, fingerprint and glove mark. Links crime scene evidence to suspects by individualizing friction ridge impressions and other impressions recovered from crime scenes. Reviews identified cases, adhering to strict scientific methodology and quality assurance procedures. Testifies as an expert witness in court and researches advancements in forensic science technology.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Performs latent print examinations of fingerprints, palm prints, shoe tracks, tire tracks or glove impressions. Examines prints and reports findings using scientific methodologies. Links physical evidence to known standards and arrest fingerprint cards.
2	S	Provides quality assurance of unit casework through verification. Independently reviews each case identified by examiners to verify identification process, objectivity and result. Examines difficult latent print cases to ensure identifiable prints were not missed. Verifies accuracy and wording of examiner reports.
3	S	Evaluates and hires qualified applicants. Provides training in footwear, tiretrack and glove mark examination. Evaluates workflow of unit and determines work assignments. Evaluates employee performance regularly.
4	S	Testifies as an expert witness in the courtroom, defending procedures and identification techniques and evidence that is subject to re-examination by other court-appointed experts. Ensures examiners are prepared for similar testimony.
5	S	Assists examiners in staying abreast of cutting edge technology by subscribing to various journals, attending forensic conferences and doing research. Maintains required certifications.

**CLASSIFICATION REQUIREMENTS:**

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Education	Associate's degree in Criminal Justice, Law Enforcement or related field.
Experience	Three years of experience as a latent examiner.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver's license and a "safe" driving record required. Designation as International Association for Identification Certified Latent Print Examiner.
Reading	Advanced
Math	Intermediate
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Cameras, CY VAC Superglue fuming chamber, fuming hood, fingerprint magnifier, forensic optical comparator, ridge counters, computers, printers and related software

**PRIMARY WORK LOCATION**

X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

**PROTECTIVE EQUIPMENT REQUIRED:**

Lab coat, latex gloves, goggles and personal protection equipment