**Class Summary**

A Latent Print Supervisor is responsible for operations concerning the Latent Print Unit within King County’s regional Automated Fingerprint Identification System (AFIS) program. Casework may include processing, comparisons, and/or testimony related to fingerprint identification. The supervisor manages personnel, keeps attendance, and is responsible for the work product conducted by the unit. The supervisor also oversees the scheduling of events, maintaining of equipment, and ordering of supplies.

**Distinguishing Characteristics**

This is the second level in a two-level Latent Print classification series. Incumbents supervise professional staff performing analytical and technical work in the field of latent prints, crime scene processing, forensic photography and court testimony. Work includes planning, assigning, scheduling work; supervising and evaluating the performance of staff. This classification is distinguished from the Identification Supervisor classification in that incumbents supervise and oversee more complex latent print work as opposed to intentionally recorded fingerprints.

**Examples of Duties**

1. Participate in the following personnel responsibilities: staff selection; training; establishing and evaluating performance measures, goals, objectives and priorities; evaluating and documenting work performance and staff training needs formally and informally; recommending and/or implementing improvements, disciplinary actions, and assisting with labor relations issues; coaching, counseling, monitoring and motivating assigned staff; establishing and preparing staffing schedules.
2. Supervise, monitor and direct the use of equipment to ensure quality of work; minimize liabilities by ensuring that best practices are being applied.
3. Provide daily operational direction; maintain and optimize operational efficiency; research and draft policies; interpret and implement policies and procedures; make recommendations to management.
4. Provide staff training in the history, theory and practice of latent fingerprint science and forensic photography; direct and evaluate the training process of new employees; ensure and track compliance with local, state, federal, international and discipline standards.
5. Participate in the planning, selection and implementation of new technology.
6. Assist in budget planning.
7. Collect, maintain and provide operational and statistical information on productivity, overtime usage and system efficiency.
8. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of discipline, state, federal, international and court standards, requirements, and recommendations for forensic evidence development, preservation, comparisons and testimony

Knowledge of laboratory accreditation standards and requirements

Knowledge of state and federal Rules of Evidence

Knowledge of chain of custody and retention requirements

Knowledge of laboratory safety procedures for handling and contact with hazardous, caustic, flammable, carcinogenic chemicals, and potential biological fluids which may contain pathogens

Knowledge of scientific and technical principles and techniques used in latent fingerprint development, preservation, and comparisons

Knowledge of automated and manual methods used for the search, comparison, and identification of pattern evidence

Ability to efficiently and accurately perform highly complex fingerprint comparisons

Knowledge of risk management principles

Ability to demonstrate good judgement and strong leadership, supervisory, and organizational skills

Ability to interpret and convey complex information to technical and non-technical audiences and in written documents

Ability to evaluate work performance of staff and recommend training to improve performance

Ability to exercise authority in a positive manner and facilitate, mediate, and resolve conflicts

Ability to direct, delegate and following up on projects assigned to others

Ability to manage multiple projects and competing priorities while maintaining accuracy and meeting deadlines

Ability to maintain confidentiality and security

Ability to maintain a professional demeanor, including working harmoniously with others and giving clear, accurate and credible expert testimony in judicial proceedings

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Progressive experience conducting casework in a forensic laboratory

OR any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

This is a Civil Service classification. All incumbents must be United States citizens and be able to read and write the English language. Offers of employment are contingent on passing both a thorough background investigation and polygraph examination.

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

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| **FLSA Designation** | Non – Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | Latent Print Examiner  Latent Print Supervisor |
| **Class History** | 11/1996 – Created  2/2003 – Updated  4/2008 – Updated Class Summary, Distinguishing Characteristics, Duties, KSA, requirements and title.  06/2012 – Reverted title back to Latent Print Supervisor  7/2017 – Updated format and changed content |