



Code: 9228
Family: Legal and Regulatory
Service: Public Safety
Group: Police Service
Series: Police Identification and Laboratory

CLASS TITLE: FINGERPRINT TECHNICIAN IV

CHARACTERISTICS OF THE CLASS

Under general supervision, the class functions as a manager of the Automated Fingerprint Identification System (AFIS) unit, directing the day-to-day operations of a large staff of fingerprint technicians responsible for conducting file searches and examining fingerprint impressions for positive identification as part of criminal history background investigations, and performs related duties as required

ESSENTIAL DUTIES

- Directly supervises first level supervisors (i.e., Fingerprint Technicians III) and lower-level Fingerprint Technicians engaged in examining and comparing fingerprints using the principles of the Henry classification system of fingerprint analysis
- Supervises staff conducting computerized database searches Automated Fingerprint Identification System (AFIS), entering search criteria and examining results to obtain fingerprint matches
- Prepares and authorizes work schedules and prioritizes work assignments, ensuring staff allocation meets the operational needs of the AFIS unit
- Monitors the day-to-day work activities and assignments, coordinating with supervisory staff to respond to problematic issues or operational concerns
- Liaisons with City, County, and State Police agencies to troubleshoot problems resulting from fingerprint recognition errors, incorrect fingerprints on mug shots and to consolidate duplicate incident arrest records
- Responds to and directs special fingerprint identification investigations received from City of Chicago police districts and the Cook County Sheriff's Criminal Apprehension and Booking System (CABS)
- Troubleshoots AFIS computer system malfunctions, resolves system errors and provides technical assistance to staff on the use and operation of AFIS
- Establishes and enforces quality standards for the conduct of fingerprint identification investigations
- Reviews work performance, monitors, productivity and initiates and administers disciplinary actions, as required
- Works with management in developing performance measures for the unit, monitors adherence to established goals and objectives, and prepares statistical work reports
- Oversees the implementation of employee training and staff development programs
- Supervises and conducts fingerprint identification of arrestees as part of police criminal background investigations
- Ensures that incident arrest identification numbers are assigned via computer to establish police records for first time offenders with no prior arrests history
- Compares and evaluates positive fingerprint matches ensuring that any discrepancies are adequately explained and/or justified

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Four years of fingerprint technician work experience involving file searching and examination of fingerprints for positive identification using the Henry classification system of fingerprint analysis, of which one year is in a supervisory role related to the responsibilities of the position.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)
- Henry glass and/or fingerprint magnifying equipment
- Live scan or biometric fingerprint scanner

PHYSICAL REQUIREMENTS

- Some lifting (up to 10lbs) is required

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Advance knowledge of:

- *computer hardware and software technology used in analyzing information system including the Automated Fingerprint Identification System (AFIS)
- *record keeping methods, practices, and procedures
- principles and techniques of fingerprint examination for positive identification using the Henry classification system of fingerprint analysis
- knowledge of fingerprinting standards to take and analyze quality prints that are submitted into the AFIS database system

Considerable knowledge of:

- supervisory methods, practices, and procedures

Moderate knowledge of:

- AFIS unit operations related to fingerprint identification

Knowledge of applicable City and department policies, procedures, rules and regulations

Other knowledge as required for the successful performance of the Fingerprint Technician III class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making

- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING – Monitor and assess performance of one’s self, other individuals, or organizations to make improvements or take corrective action
- COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions.
- INSTRUCTING – Teach others how to do something
- MANAGEMENT OF PERSONNEL RESOURCES – Motivate, develop, and direct people as they work and identify the best people for the job

Other skills as required for successful performance of the Fingerprint Technician III class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK – Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE – Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance of the Fingerprint Technician III class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
June, 2016
December, 2021