

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS IDENTIFICATION SUPERVISOR

POSITION CODE: 09800

Effective: 2-16-01

DISTINGUISHING FEATURES OF WORK:

Under general direction, plans, directs and coordinates the operation of a photographic and fingerprint identification program in a state correctional facility; supervises Corrections Identification Technicians, clerical employees and residents in the operation of an identification center; enforces and maintains disciplinary, safety, sanitary, security and custodial measures.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises Corrections Identification Technicians in the maintenance and operation of the identification programs; requisitions necessary materials and supplies.
2. Supervises and assists in fingerprints large groups of residents and applicants for employment; resolves complex problems encountered in the classification, comparison, taking and filing of fingerprints.
3. Confers and collaborates with Bureau of Identification, Federal Bureau of Investigation and other government agencies in the identification of criminals; testifies in court as a fingerprint expert.
4. Selects and describes distinguishing physical characteristics such as height, weight, eye and hair coloration, scars and deformities to be recorded as permanent resident record.
5. Reports rule infractions by residents and employees to superior officers for disciplinary action; inspect quarters for contraband and sanitary conditions; searches for contraband and escapees whenever necessary; supervises the photographing of violations within state correctional facilities.
6. Escorts residents or wards to and from various work assignments.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

CORRECTIONS IDENTIFICATION SUPERVISOR (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years high school.

Requires completion of an approved course in guard training within six months of employment.

Requires completion of an approved training program in the taking and classification of fingerprints.

Requires three years experience in fingerprint identification work involving classifying, searching, filing and making identification of fingerprints.

Knowledges, Skills and Abilities

Requires thorough knowledge of institutional rules, regulations and requirements for the control of residents or wards.

Requires extensive knowledge of methods and techniques in fingerprint classification and identification work and of single fingerprint system of filing fingerprints.

Requires extensive knowledge of developing, printing and enlargement of photographs and maintenance and operation of a photographic dark room.

Requires ability to instruct, train, and supervise others in fingerprint classification identification procedures.

Requires ability to prepare reports of unusual happenings, accidents or violations of rules by employees, residents or wards and operational reports.

Require ability to enforce disciplinary, safety, security and custodial measures for resident or ward control.

Requires ability to think clearly and exercise forceful initiative in emergency situations.

Requires ability to detect minute differences in fingerprint records.