

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

FORENSIC PROGRAM TECHNICIAN  
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions that perform technical work related to the processing of forensic laboratory evidence and arrest databank samples at the Department of Justice, Division of Law Enforcement Services, Crime Laboratory Bureaus. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses technical support positions responsible for a wide range and combination of technical activities related to the processing of forensic laboratory evidence, laboratory samples and related materials. Positions perform a variety of analytic laboratory support activities for specific forensic disciplines. The positions are located at the Department of Justice (DOJ), Division of Law Enforcement Services, Crime Laboratory System.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definitions of supervisor or management as defined in s. 111.81(19) and (13), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.

2. Positions that for a majority of the time (more than 50%) process, assign, log, ship and distribute human and/or animal diagnostic specimens, laboratory samples, or forensic laboratory evidence and are more appropriately classified as Laboratory Sample Control and Receiving Technician.
3. Positions that for a majority of the time (more than 50%) provide technical lab support activities including technical procedures, preparation of samples, reagents, glassware and test kits/apparatus, and record maintenance and are more appropriately classified as Chemistry Laboratory Technician.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance and Progression Through This Series

Employees enter this classification series through competition and may occur at any level depending on the duties and responsibilities assigned. This is a multiple objective level classification series with some positions at the Forensic Program Technician – Senior as an objective level and some positions at the Forensic Program Technician - Advanced level as an objective level. The objective level for a position will be determined when the initial position description is classified.

Positions which are allocated to the Forensic Program Technician - Senior level as an *objective level* will not progress through reclassification.

Positions which are allocated to the Forensic Program Technician - Senior level as an *entry level* will progress to the Advanced allocation through reclassification after the employee satisfactorily attains the specified training, education or experience.

Movement to the Forensic Program Technician Lead level is by competition only.

## II. DEFINITIONS

### FORENSIC PROGRAM TECHNICIAN

Positions at this level perform technical work related to the routine processing and handling of forensic evidence, laboratory samples and related materials. The duties are performed within established policies and procedures, and involve limited complexity, discretion and decision-making responsibilities. The work is structured to provide the training and experience necessary to advance to the Forensic Program Technician - Senior level. Positions allocated to this title perform duties under close progressing to limited supervision.

#### Representative Positions:

Evidence Specialist: This position is responsible for the proper receipt, storage, security and disposition of evidence submitted to the laboratory; conducts safety inspections on firearms, unload, and store ammunition; prepares discovery packets (open records) and other need reports to be utilized by court of law and law enforcement agencies; adhere to strict documentation of the evidence chain of custody receive subpoenas and track court dates. In addition, maintain compliance with ISO/IEC 17025 and ASCLD/LAB-International and Crime Laboratory Bureau

Policies and Procedures for requirements of Accreditation of Forensic Science Testing Laboratories. This position works closely with law enforcement personnel, District Attorneys and their office personnel, and Crime Laboratory analysts.

DNA Databank: This position is responsible for the proper receipt, verification and control of DNA databank samples; receives convicted offender samples; document samples in confidential computerized criminal history records; trouble shoot problematic samples; prepare written reports; store samples according to established protocols and procedures; file data sheets; retrieve samples when needed and provide sample collection kits to people responsible for collecting databank samples. Positions may be responsible for some sample preparation or ordering supply. This position works in close cooperation with law enforcement, court liaisons, DNA Databank Analysts, Fingerprint Technicians, and the Crime Information Bureau.

### **FORENSIC PROGRAM TECHNICIAN - SENIOR**

*Objective*: This is the full performance level for technicians working in evidence and DNA databank. Work is performed under general supervision. Employees are fully trained in a specific unit (e.g. evidence, databank) under general supervision. Employees serve as a subject matter expert within the unit; provide mentoring to lower level FPTs in unit; assist in compliance audits; and may participate in other special projects within the Crime Laboratory (i.e., Crime Scene Response, Weapons Inventory, Guns for Destruction, and Evidence Technician School, etc.). At this level employees will have received training to provide expert court testimony when required.

Senior level positions in this series are differentiated from the entry level positions in that they are expected to perform technical procedures and processes on routine and non-routine forensic evidence, arrest DNA laboratory samples and related materials; provide more in-depth support to forensic scientists in their program area(s); participate in quality assurance activities; maintain supplies, equipment, and/or instruments; provide technical support of the particular laboratory section(s); and perform work independently and prioritize competing obligations.

#### **Representative Positions:**

Evidence Specialist: This position handles more complex, non-routine forensic evidence and related materials. Provides guidance on state statutes for evidence submission questions with laboratory clients or staff regarding explosives, dangerous chemicals or substances and guidance on standards such as the quantity and quality of evidence submission. Positions must adhere to strict guidelines covering evidence submission in a safe manner (hazardous drug submission, sharps, etc.); assign evidence to appropriate units; oversee the transfer of evidence to other laboratories for analysis if needed; ensure evidence is returned to submitting agencies prior to trial; identify and resolve any scheduling conflicts with prosecutor; receive and dispose of physical forensic evidence according to the rules of evidence in felony cases (i.e., homicides, attempted homicides, sexual assaults, armed robberies, etc.); receive, control, and return physical forensic evidence to law enforcement agencies or dispose of evidence authorized for destruction in a lawful, safe and timely manner; participate in evidence and case jacket audits; perform routine

DNA Databank Section: In addition to duties listed in the entry level, this position will manage the destruction of DNA samples when required; ensure adequate supplies of collection kits, function as the primary contact for questions regarding the collection kits or the collection process; and provide training to the collectors of databank samples to ensure consistent collection according to the established

protocols; mentor lower level Forensic Program Technicians; serve as a subject matter expert in specialized programs (Interstate Compacts, Juvenile Records, etc.).

*Entry:* This is the entry level for DNA Screeners. Positions at this level have learned the principles and practices in the specific technical discipline and its applications prior to entrance into this classification. Positions provide an emphasis on developing skills in the initial examination of forensic evidence; perform serological testing; prepare reagents; and prepare the evidence for further analyses by forensic scientists. Positions develop skills in working with and/or understanding the mechanics of the program and develop an understanding and apply the state statutes, rules, regulations, administrative codes and standards required by program area. Supervision will be close progressing to limited.

### **FORENSIC PROGRAM TECHNICIAN - ADVANCED**

Positions allocated to this level work under general supervision and provide specialized technical support in DNA screening. This is the full performance/objective level for positions that have the necessary experience, training and knowledge in the technical functions identified below.

DNA screening at this level perform the most complex job duties with the highest level of independent judgement and discretion and the greatest consequence of error. Position perform forensic serological and biochemical tests for the identification of blood and other bodily fluids on degraded evidence( i.e. liquids and stains) prepare reagents and pseudo drugs; perform examination of DNA samples for the purpose of quality assurance; independently evaluate suitability of items for analysis; participate in proficiency testing; decontaminate, calibrate and perform routine maintenance on equipment; perform quality control on reagents; mentoring lower level FPT and entry level DNA Analysts; provide expert testimony; manage inventory of reagents; work independently and prioritize cases assigned. At this level DNA Screeners may provide outreach activities such as Evidence Technical School and will have completed proficiency testing.

### **FORENSIC PROGRAM TECHNICIAN - LEAD**

This is advanced level lead work for positions which provide guidance, direction and on-the-job training to employees; coordinate work assignments for the unit and function as the technical expert in their respective units. In addition to the duties listed at the objective levels, these positions may provide technical assistance to the supervisor in assessing the needs of submitters and internal departments; participate in validations; coordinate quality control and assurance standards with Technical Unit Leads in the respective units; assist in updating procedural and policy materials; assist with the internship program, oversee compliance audits. Work is performed under general supervision.

## **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

## **IV. ADMINISTRATIVE INFORMATION**

This classification series was created effective May 18, 2003 and announced in Bulletin MRS-SC-156 to describe positions that perform specialized technical crime laboratory duties for the Crime Laboratory Bureaus in the Department of Justice. Positions allocated to this classification series were formerly

allocated to the Laboratory Sample Control and Receiving Technician and Chemistry Laboratory Technician classification series. This classification was modified effective December 14, 2003, and announced in Bulletin OSER-0006-MRS-SC, to include examples of work performed for the Imaging Section at the Senior level.

This classification series was modified affective June 11, 2017 and announced in Bulletin DPM-0444-CC/SC as a result of the Forensic Program Technician Personnel Management Survey to better meet program needs resulting from technology and industry changes.

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