

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

CRIME SCENE RESPONSE SPECIALIST

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 Crime Scene Response Specialist positions at the Department of Justice, Division of Forensic Sciences, State Crime Laboratories. The State Crime Laboratories perform complex scientific analyses in the areas of drug identification chemistry; fingerprint and footwear identification; ten-print examination; firearms and toolmarks identification; photography; DNA/serology; DNA databank; toxicology; trace evidence analysis, and crime scene response (CSR). 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 classification encompasses positions located in the Department of Justice's Division of Forensic Sciences that provide crime scene response and processing and provide the full range of crime scene response training and development to law enforcement officers.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which, for a majority of the time, perform duties which are more appropriately classified as Criminal Analyst, Controlled Substance Analyst, Firearm and Toolmark Examiner, Forensic Imaging Specialist, Fingerprint and Footwear Examiner, DNA Analyst, Toxicologist, and Trace Evidence Examiner.
2. Positions which meet the statutory definition of supervisor or management as defined in Wis. Stats. 111.81 (19) and (13).
3. Positions which, for a majority of the time, are assigned and perform duties which are more appropriately classified by other classification specifications, e.g., Chemist, Microbiologist, Medical Technologist, Environmental Toxicologist.

4. Positions outside the Department of Justice's State Crime Laboratories which, for a majority of the time, are assigned and perform duties that are more appropriately classified as Staff Development Program Specialist, Training and Development Specialist.
5. Positions specializing in policy analysis, program planning, facility or regional planning, program evaluation, purchasing or budgeting activities for a majority of the time.
6. Positions responsible for activities found in a hospital, clinic, or institution laboratory, or related to misdemeanor criminal investigations, or found in a teaching laboratory for a majority of the time.

D. Entrance Into and Progression Through This Classification

Employees typically enter this classification by competitive examination. Movement to the Technical Unit Lead (TUL) allocation occurs through competition.

## II. DEFINITIONS

### CRIME SCENE RESPONSE SPECIALIST

There are two allocations assigned: 1) Employees that provide crime scene training and respond to crime scenes for the majority of the time; 2) Technical Unit Lead (TUL) that oversees the unit and provides quality assurance and quality control oversight.

- 1) Under general supervision, positions allocated to this classification independently design curricula, promote, conduct, implement, and deliver specialized Crime Scene Response training (i.e. Wisconsin Crime Laboratories Introduction to Photography (WisCLIP) and Crime Scene Processing School). Positions at this level prepare and conduct programs for job specific technical training for law enforcement agencies; arrange for and coordinate the presentation of technical and professional training; develop and provide classroom, on-line eLearning, and other forms of training; analyze and identify training needs; prepare manuals, bulletins, and training materials; review training programs and recommend changes and modifications; and assist with the development of division wide training programs, policies and procedures.

In addition, positions allocated to the classification will be part of the Crime Scene Response Team. Positions allocated at this level independently perform complex examinations of a crime scene to include the following: handling evidence according to acceptable rules of evidence; recording detailed and accurate records; use of video and photo documentation; photograph evidence (blood, hair, fibers, glass, paint, soil and or fabric impressions); documenting CSR investigations; and processing of evidence.

- 2) Under general supervision, this position functions as the Technical Unit Lead (TUL) of the Crime Scene Response Unit. The position evaluates the effectiveness of assigned training and keeps management informed of the progress and status of these activities. Personal contacts are with the highest-level managers to develop the training objectives of the division and to identify additional training needs. This position will report out on any quality assurance and/or quality control concerns and provide recommendations.

In addition, this position coordinates the CSR program by developing policies and procedures; recommending CSR field response members; evaluating and maintaining staffing levels in each region; maintaining the "on call" schedule; maintaining inventory; reviewing and updating CSR Unit procedures and training manuals; maintaining and providing analysis on CSR vehicles.

**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 was created effective July 14, 2002 and announced in Bulletin MRS-SC-141. These positions were previously classified as Forensic Scientists. This classification was modified effective September 29, 2019 and announced in Bulletin DPM-0503-CC/SC to identify job duties of employees that report to and process crime scenes.

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