

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

FINGERPRINT AND FOOTWEAR EXAMINER
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 Fingerprint and Footwear Examiner positions in the State Crime Laboratories within the Department of Justice which perform highly specialized and scientific forensic testing and analyses in fingerprint and footwear identification relating to felony criminal investigations. 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 positions located in the Department of Justice's State Crime Laboratories which perform highly specialized forensic scientific testing, analysis, and research work in fingerprint and footwear identification relating to felony criminal investigations.

C. Exclusions

Excluded from this classification series 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 Science Training Coordinator, Forensic Imaging Specialist, DNA Analyst, Toxicologist, and Trace Evidence Examiner.
2. Positions which meet the statutory definition of supervisor or management as defined in s. 111.81 (19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

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 which, for a majority of the time, are assigned and perform duties which are more appropriately classified as Forensic Fingerprint Technicians.
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 Series

Employees enter this classification series by competition. Progression to the senior level occurs through reclassification, after the attainment of the specified training, education, or experience and the employee is able to satisfactorily perform the work; this is the level that most employees can reasonably expect to achieve. Progression to the advanced level will occur through competition.

II. DEFINITIONS

FINGERPRINT AND FOOTWEAR EXAMINER

Positions work under close progressing to limited supervision. Principles and practices have been learned prior to entrance into this classification series. The emphasis is in developing skills in performing and understanding examinations and comparisons of finger/palm/foot prints, and footwear; preparing court exhibits; and developing an understanding of and applying the statutes, rules, regulations, administrative codes and standards required in the program area. Initial work assignments are well defined and short term in duration. Over time the work assignments become long term or short term with the employee expected to exercise independent judgment in determining specifics and priorities, as the objectives are progressively less clear. The technical unit leader or supervisor reviews the work to determine the completeness or accuracy and adherence to policy.

Positions in this series examine items to locate finger, foot and/or palm prints and footwear impressions; and compare questioned finger/palm/footprints with fingerprint or footwear standards to identify or exclude the questioned print/impression as having been made by the same person or footwear. Positions determine suitability and may enter unidentified prints or impressions into appropriate state or federal databases (e.g. Wisconsin Automated Fingerprint Identification System (AFIS) or Next Generation Identification (NGI)); system returns information which is then reviewed to determine if a full analysis or verification is necessary.

FINGERPRINT AND FOOTWEAR EXAMINER-SENIOR

Positions allocated to this level function at the full performance level, and independently perform a variety of complex tests, analyses, and examinations of latent prints. Positions at this level perform all of the duties identified at the Fingerprint and Footwear Examiner level and in addition testify in court as an expert witness; use complex physical, chemical, microscopic, and instrumental techniques to make finger/palm prints and footwear impressions visible, or to further enhance already visible prints/impressions. Typical methods used include: laser or forensic light source analysis, electrostatic lifting, low power developers,

image processing, dye staining, cyanoacrylate polymerization, and powder processing. Positions perform quality assurance procedures to maintain high standards for a quality work product; prepare confidential reports of laboratory findings; conduct related research; maintain equipment; conduct laboratory tours and training sessions for new section members, as well as for law enforcement and other related groups; and consult with and provide assistance to law enforcement personnel relative to the services of the laboratory. Work at this level is differentiated from the Fingerprint and Footwear Examiner level both by the complexity of cases assigned, and the degree of independence the scientist has in research and the examinations performed. Positions at this level function under general supervision with general review of casework by peers, advanced level Fingerprint and Footwear Examiners and Crime Laboratory Supervisors, where applicable.

FINGERPRINT AND FOOTWEAR EXAMINER-ADVANCED

In addition to the duties described at the Senior level, these positions function as the technical expert in latent print examinations and/or individual characteristics database (i.e. AFIS), performing work under general supervision. These positions provide technical assistance to the Forensic Scientist Supervisor in assessing the needs of submitters for service from the section, prioritizing and assigning cases to maximize service; reviewing work of other section scientists and administering the quality assurance plan for the section; preparing justifications and specifications; maintaining supplies and equipment; assisting in the recruitment, selection, and training of new personnel; assisting in the establishment of goals and objectives for the section; and assisting in the performance evaluation process when requested. In addition, the positions allocated to this level will also perform the full range of Fingerprint Identification work as described at the Senior level, but for less than a majority of the time.

There are three allocations for this level:

- 1) The (singular) statewide technical unit lead, which has statewide responsibility for developing, maintaining, and coordinating the training of entry level Fingerprint and Footwear Examiners as well as administering proficiency testing to other Fingerprint and Footwear Examiners.
- 2) Individual unit leads spending the majority of their time: assigning and reviewing the workload of other Fingerprint and Footwear Examiners; serving as the principal assistant to the Supervisor assisting with coordinating section services. There will be no more than one position in this allocation pattern per work unit.
- 3) This position spends the majority of its time serving as the statewide technical administrator for the state's AFIS. This position serves as the primary contact between internal agency units (Bureau of Computing Services, Crime Laboratories Bureau, Crime Information Bureau) and the AFIS vendor, making recommendations and independent decisions on required equipment and software upgrades; provides training both internally and externally to law enforcement agencies (on use of the AFIS); and manages software and hardware updates for the bureau and external law enforcement agencies to ensure compliance and oversight of quality control measures. This position establishes database workflows; identifies system issues; and provides issue management/resolutions for DOJ and external law enforcement agencies.

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 July 14, 2002, and announced in Bulletin MRS-SC-141. These positions were previously classified as Forensic Scientists. This classification was modified effective February 10, 2013 and announced in Bulletin OSER-0319-MRS/SC to reflect changes in the Crime Laboratory Bureau's use of technical unit leads.

This classification series was modified effective October 28, 2018 and announced in bulletin DPM-0483-CC/SC with the implementation of the Identification Technician personnel management survey to the general updates to definition section of the classification, and to remove reference to tire impressions (work that is no longer performed by the unit).

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