STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

FINGERPRINT 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 Fingerprint Technician positions located within the Department of Justice which perform technical analyses related to the State Automated Fingerprint Identification System (AFIS), finger/palm-print and ten-print examinations. 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 that primarily perform technical finger/palm-print and ten-print examinations. These positions are located within the Crime Laboratories Bureau of the Department of Justice, Division of Law Enforcement Services. Positions allocated to this series: enter, search and validate AFIS database files using Bureau procedures. Positions in this series make ten-print to ten-print determinations; and ten/palm print to unsolved latent/palm-print examinations; DNA sample verifications; Crime Information Bureau comparisons; and perform quality control activities for the AFIS database.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions performing highly specialized, professional level forensic science testing, analysis, examination of physical evidence (e.g., evidence collected directly from the crime scene), and research work in finger/palm/foot print and footwear identification for a majority of the time and are more appropriately classified as Fingerprint and Footwear Examiners.

2.   Positions that meet the statutory definition of supervisory and management, as defined in s. 111.81(19) and (13), Wis. Stats, as administered and interpreted by the Wisconsin Employment Relations Commission.

3.   All other positions that are more appropriately identified by other classification specifications.

D.   Entrance Into (and Progression Through) This Classification (Series)

Entrance into this classification progression series is by competition. Progression to the senior level occurs through reclassification after the attainment of specific training and experience and the employee is able to satisfactorily perform the work; this is the level that most employees can reasonably expect to achieve.

The Advanced level will be entered only through competition and is reserved for the Technical Unit Lead (TUL) worker position.

E.   Definitions of Terms Used in This Classification Specification

Technical Unit Lead Worker: The position whose assigned duties include the leadwork of lower level staff to include training, assisting, guiding, instructing, and assigning and reviewing the work of one or more employees assigned to the work unit. Technical Unit Leads have the direct line accountability for permanently assigned lower level staff and overall adherence to quality programs but do not have supervisory authority as defined under s. 111.81(19), Wis. Stats.

Finger/Palm print: An impression of the friction ridges of all or any part of the finger or palm. Friction ridges is the generic term for the system of ridges that form an impression from the finger/palm. These impressions are obtained through both inked and scanned methodologies. A print (ten-print) is purposely rolled from nail-to-nail and a palm print is rolled from bottom of fingers to start of the wrist. It will therefore, give a complete image of all of the ridge detail present on the friction skin of the finger or the palm.

Latent print: The transferred impression of friction ridge detail to a surface which is not readily visible, and the transfer may not have been intentional. This is a generic term used for print that is questioned or not easily identifiable (and possibly of a lower quality), and is never (or rarely) a mirror image of an exact reproduction.

Identification: A technical comparison of submitted fingerprint impressions with known fingerprint impressions on file which results in a final, independent determination that the impressions share a common origin.

Examination: A technical comparison of submitted fingerprint impressions with known fingerprint impressions on file which may result in an independent determination, in accordance with approved methodology.

Determination: The results of an examination of submitted fingerprint impressions. There are only three possible determinations: identification, exclusion, and inconclusive.

Exclusion: A technical comparison of submitted fingerprint impressions with known fingerprint impressions on file which results in a final, independent determination that the impressions do not share a common origin

Inconclusive: The determination by an examiner that there is neither sufficient agreement to make an identification, nor sufficient disagreement to make an exclusion of two areas of friction ridge detail as having come from the same source.

Quality Control: The process of editing AFIS minutiae markers and improving and enhancing the displayed finger/palm print images within AFIS. This also involves related quality related activities to include AFIS maintenance, analysis and testing.

AFIS: The Automated Fingerprint Identification System (AFIS) is a computerized system for the collection, retention, and comparison of biometric data. This system is an automated database used to store digital finger/palm print images and provides a method of computerized searches of these images to identify possible matches with questioned finger/palm impressions.

NGI - Next Generation Identification (NGI) is a federal automated database used to store digital finger/palm print images and provides a method of computerized searches of these images to identify possible matches with questioned (unknown) finger/palm impressions. NGI is the FBI's computerized system for the collection, retention, and comparison of biometric data, implemented in 2013.

II. DEFINITIONS

FINGERPRINT TECHNICIAN - ENTRY

This is an entry, progressing to a developmental level position. Positions at this level are in a learning capacity and emphasis is placed on acquiring the skills to perform friction ridge examinations using approved methodologies to make determinations, becoming familiar with policies and procedures which apply to the work unit, and learning to utilize the approved State and National finger/palmprint repositories (e.g. AFIS or NGI) and related workstation. Positions at this level perform work under close progressing to limited supervision. This level is structured to provide the foundation, training and experience required to advance to the senior level, through systematic completion of defined training modules (complete with competency testing and annual proficiency testing). After an initial training program, the majority of time is spent performing quality control on images being entered into the permanent database for all electronic arrest records; performing fingerprint examinations on all DNA Submission Forms for the DNA Databank Unit; record removals for the Bureau of Crime Information; initiating/issuing reports of analysis; and other requested services (e.g., simplified reports of comparison for the Department of Corrections, record removal/consolidations, firearm purchase appeals, offender release identify verification. Positions begin training on performing ten-print to unsolved latent finger/palm examinations after demonstrating competency in all other areas.

FINGERPRINT TECHNICIAN - SENIOR

This is the full performance objective level of this classification series. The majority of time at this level is devoted to independently performing ten-print to unsolved latent examinations, and the full range of finger/palm print examinations described at the lower level. In addition, positions at this level may also perform AFIS quality control, system maintenance, analysis and testing; verification/validation of the work of lower level Fingerprint Technicians and peers; conduct training sessions for new section members; provision of technical assistance to outside agencies regarding criminal identification issues; and a variety of other technical activities in support of and under the guidance of the Technical Unit Lead Worker. Positions allocated to this level have satisfied all requirements and met all unit standards which allows them to perform ten-print to unsolved latent finger/palm print examinations independently. Positions perform these functions under general supervision.

FINGERPRINT TECHNICIAN - ADVANCED

The single position allocated to this level functions as the Technical Unit Lead Worker and spending the majority of its time: assigning and reviewing the workload of other Fingerprint Technicians; serving as the principal assistant to the Supervisor of the identification unit assisting with coordinating section services; assisting in the maintenance and updates of the Bureau procedures and guidelines; and maintaining and developing training on quality control procedural manuals. This position is responsible for developing, maintaining, and coordinating the training of entry level Fingerprint Technicians as well as administering proficiency testing to other Fingerprint Technicians. In addition, the position allocated to this level will also perform the full range of Fingerprint Technician work as described at the Senior level, but for less than a majority of the time. This position may, when requested, also be required to: assist with the recruitment and selection of new unit members; assist in the establishment of goals and objectives for the section; and assistance in the performance evaluation process. These duties are 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 10, 1998, as the result of a jointly conducted study by the Department of Employment Relations and the Department of Justice (see Bulletin CC/SC-85) and replaced the previous Fingerprint Classification Technician series. This classification was further modified effective November 13, 2005 and announced in Bulletin OSER-0082-MRS/SC, to reflect the assignment of new duties and responsibilities to these positions and the reassignment of these positions from the Crime Information Bureau to the Madison Crime Laboratory within the Division of Law Enforcement Services of the Department of Justice. This classification was previously titled Fingerprint Technician 1-4.

This classification series was modified effective October 4, 2015 and announced in bulletin DPM-0411-CC/SC to remove the first objective level, modify the senior level to be the full performance objective level for this specification and to appropriately reflect that in the progression language as well as modify the Qualifications portion to remove the specific training course.

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 update terminology used within the classification, the definition language, and to retitle the classification.

KMC/GM
JLB/MS
GRM/SLS/PCF
SPU/PCF
67001