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**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**CRIMINAL HISTORY RECORDS SPECIALIST
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose of this Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future Criminal Records Specialist positions found in the Department of Justice, Division of Law Enforcement Services, Crime Information Bureau. Positions allocated to this classification perform administrative and program support functions relating to the receipt, input, maintenance, retrieval and provision of accurate criminal history records information. The Crime Information Bureau is the central repository for arrest and conviction records for the State of Wisconsin. This classification specification is not intended to identify every duty that may be assigned to positions, but is intended 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 administrative support positions responsible for a wide range and combination of activities involving specialized processing and public contact work in the creation, maintenance, evaluation and provision of criminal history record information. The positions are located only within the Department of Justice (DOJ), Division of Law Enforcement Services - Crime Information Bureau.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definitions of management or supervisor as defined,

respectively, in ss. 111.81(13) and 111.81(19), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.

2. Positions that for a majority of the time provide general clerical, secretarial or administrative program assistance which does not require specialized knowledge of criminal history records and the Criminal History Records System maintained by the DOJ, Crime Information Bureau and are more appropriately classified as Clerical Assistant or Office Associate, Office Operations Associate or Operations Program Associate.
3. Positions that spend a majority of time reviewing criminal background information and making determinations related to concealed carry weapons license and handgun transfer requests and are more appropriately classified as License Permit Program Associate
4. Positions that are more appropriately identified by another classification series.

D. Entrance into and Progression through this Series

Employees enter positions at the Criminal History Records Specialist level within this classification series by competitive examination. Reclassification to the Senior and Advanced levels may occur if the majority of a position's duties and responsibilities are a logical and gradual outgrowth of the position's previous duties and responsibilities and satisfy the requirements for that level.

D. Definitions of Terms

- Criminal History Record Information (CHRI). A history of individuals' contacts with Wisconsin Law Enforcement agencies. CHRI is created by the entry of the data from fingerprint cards and disposition information to an automated system. This information is then available for use by criminal justice agencies and other requestors as the person's "criminal record."
- Jackets. A folder consisting of fingerprint arrest cards, prison cards, jail intake cards, custody cards and disposition information received from the District Attorney and the Circuit and Municipal courts.
- Federal Bureau of Investigation (FBI), Interstate Identification Index (III). This is an "index-pointer" system for the interstate exchange of criminal history records. Under III, the FBI maintains an identification index to persons arrested for felonies or serious misdemeanors under state or federal law. The index includes identification information (e.g., names, birth date, race, sex, etc.) and FBI and state identification numbers from each state's holding information about an individual.
- Computerized Criminal History, Wisconsin's criminal history database (CCH). Consists of arrest fingerprint cards, prosecution, dispositions and corrections information. This database is searched for public background checks, firearms approvals and by criminal justice agencies for officer safety, charging and sentencing decisions.
- Criminal History Management System (CHMS). Is the internal applications used by CIB to maintain and make necessary changes to Wisconsin's Computerized Criminal History (CCH).
- The Criminal Document Archive and Retrieval Information System (CDARIS). Is the application used by CIB to store both electronic and paper submissions of arrest fingerprint cards, dispositions, mug shots, palm prints and any other criminal history documents maintained to support CCH.

- Consolidated Court Automation Program (CCAP). The case management system used by Wisconsin's Circuit Courts.
- General Problem Resolution (CCAP-GPR). An error queue containing disposition information received from CCAP that cannot automatically be posted to arrest information received by CIB without human intervention.
- Fingerprint Cards. When an individual is arrested, Wisconsin agencies are required by law to submit a fingerprint card that includes an individual's fingerprints, demographic information and the reason for the arrest to the Crime Information Bureau.
- Disposition Information. When a case is adjudicated or a decision is made not to prosecute, a disposition report must be submitted to the Crime Information Bureau describing the outcome of the case.

II. DEFINITIONS

CRIMINAL HISTORY RECORDS SPECIALIST

This is the entry level for positions performing routine handling, review, input and retrieval of criminal history record information for a majority of the time. Positions may be located within the Department of Justice. The duties are performed within established policies and procedures, and involve limited complexity, discretion and decision-making responsibilities.

Positions allocated to this title as an entry level perform Criminal History Records Specialist duties within the Department of Justice under close, progressing to limited, supervision. The work is structured to provide the training and experience necessary to advance to the "Senior" level. The emphasis of functions at the entry level is on the learning of specific policies, procedures and practices regarding the creation and use of accurate Criminal History Records.

Representative Positions:

Criminal History Records Unit: Enter electronically received Criminal History Record information from fingerprint cards into the database for newly created records; modify existing records to add, delete or update individual file information; and assemble, copy and file identification documents.

Image & Archive: Enter paper submitted Criminal History Record information from fingerprint cards into the database for newly created records; modify existing records to add, delete or update individual file information; and assemble, copy and file identification documents. It is the initial point for receipt and review of all paper Fingerprint Cards and Disposition Information mailed to the Crime Information Bureau.

CRIMINAL HISTORY RECORDS SPECIALIST – SENIOR

This is the objective level for positions performing a full range of activities relating to the creation and provision of Criminal History Record information for a majority of the time. Positions at this level are expected to evaluate and process all types of criminal history records, including those with missing, inaccurate or unclear information. This work requires a moderate degree of independence and decision-making.

Representative Positions:

Criminal History Records Unit: Verify accuracy of electronically received criminal history records and data entered by other staff; enter criminal history record information into the database to convert existing manual files to automated format; review source documents to determine correct Wisconsin state statutes; review court dispositions by checking Wisconsin state statute information against literal given; code dispositions to prepare them for data entry; contact contributing agencies to obtain complete and accurate identification and/or arrest information on fingerprint cards and dispositions that do not meet quality control requirements; record deceased notifications to the database received from law enforcement agencies; update juvenile records by recording waiver information received from authorized agencies; and perform records maintenance by automating jackets into the CHMS database. Forward FBI record modifications to advanced level Criminal History Record Specialists. Automate non-automated records for record checks being done by the Record Check Unit.

Image & Archive Unit: Verify accuracy and convert paper criminal history documents to an electronic format entered by other staff for permanent storage and retrieval; review source documents to determine correct Wisconsin state statutes; review court dispositions by checking Wisconsin state statute information against literal given; code dispositions to prepare them for data entry; contact contributing agencies to obtain complete and accurate identification and/or arrest information on fingerprint cards and dispositions that do not meet quality control requirements; record deceased notifications to the database received from law enforcement agencies; update juvenile records by recording waiver information received from authorized agencies; and perform records maintenance by locating and retrieving jacket, file individual source documents and/or jacket files.

CRIMINAL HISTORY RECORDS SPECIALIST – ADVANCED

This is the advanced level for these positions. These positions must spend the majority of their time performing leadwork and/or complex criminal history record functions within their Unit. Work is performed under general supervision.

Leadwork involves a permanently assigned responsibility to: train, assist, guide, instruct, assign and review the work of a group of lower level Criminal History Specialists. Leadworkers do not have supervisory authority as defined under s. 111.81(19), Wis. Stats.

Representative Positions:

Criminal History Records Unit: Quality Control responsibilities in which the majority of time is spent on interpreting data and resolving accuracy issues regarding problematic fingerprint card and disposition information submitted electronically. This would include: both internal and external contractor produced records in NIST; General Problem Resolution (GPR) dispositions; PROTECT dispositions; prison dispositions; custody cards; expungements; consolidation of duplicate records; special and conditional dispositions; and Automated Fingerprint Identification hits on searches. This work will involve considerable contact with external agencies (e.g., law enforcement agencies, District Attorneys, Clerks of Court, Probation and Parole, correctional institutions, etc.) to resolve problems and discrepancies. Process expungement requests determining whether they meet the qualifications for expungement of arrest information. Obtain missing information needed to process these requests from District Attorneys and Clerks of Court offices. Automate non-automated records for record checks being done by the Record Check Unit and automate non-automated records requests received by the TIME System from law enforcement agencies and District Attorneys' offices.

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

The classification series was created effective June 21, 1998 and announced in Bulletin CC-SC-89 to describe positions which perform specialized work relating to the creation, maintenance, evaluation and provision of criminal history record information. Positions allocated to this classification series were formerly allocated to the Clerical Assistant, and Program Assistant classification series.

This classification series was also modified on August 13, 2000 and announced in Bulletin CLR-SC-116 to incorporate the Record Check Unit in the specification.

This classification series was modified on December 15, 2002 and announced in bulletin MRS-SC-145 to incorporate the “float” allocation to the entry level.

This classification series was modified on August 2, 2009 and announced in bulletin OSER-0247-CLR/SC to allow entrance into and progression through this series to the Senior level for the Image & Archive Unit, formerly the Support Services Unit.

This classification series was modified on January 15, 2012 and announced in bulletin OSER-0296-MRS/SC to reflect significant operational changes to the Handgun Hotline unit due to the implementation of the Concealed Carry Weapons program.

The specification was again modified effective February 12, 2012 and announced in bulletin OSER-0299-MRS/SC so the specification isn't so narrowly defined and is more amenable to workload and organizational changes and to update the representative positions.

This classification series was modified effective November 3, 2013 and announced in bulletin OSER-0344-MRS/SC to include reclassification options for movement to the Advanced level in the Criminal Records Unit.

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TTP/PLW
KJC/PLW/KT
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