

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

IDENTIFICATION 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 identification technician positions located within the Department of Justice. 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 identification. 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 final ten-print to ten-print identifications; and preliminary ten/palm print to unsolved latent/palm-print identifications; and perform quality control of digital images going into the permanent AFIS database. These positions also perform other technical activities in support of professional forensic scientist positions involved in the identification of finger/palm/foot prints, footwear and tire impressions.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions performing highly specialized, professional level forensic science testing, analysis, and research work in finger/palm/foot print, footwear and tire print 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 ss. 111.81(19) and (13), Wis. Stats.
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, education 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 is reserved for the AFIS Unit Lead Worker position and is attained only through competition.

E. Definitions of Terms Used in This Classification Specification

AFIS 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. Coordinators have the direct line accountability for permanently assigned lower level staff but do not have supervisory authority as defined under s. 111.81(19), Wis. Stats.

Finger/Palm print: An impression of the curves formed by the system of ridges on the skin surface of the distal phalanx of a finger or the palm. These impressions are obtained through both inked and scanned methodologies. A print (tenprint) 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 reproduction of the ridges of the fingers, palms, and sole of the feet in sweat or oily matter on an object which it has touched. A latent print is never a mirror image or an exact reproduction.

Preliminary Tenprint Identification: A technical comparison of submitted fingerprint impressions with known fingerprint impression on file which results in a tentative determination that the impressions share a common origin. A higher level technician verifies this tentative determination.

Positive 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.

Preliminary Latent Identification: A technical comparison of unsolved latent finger/palm print impressions with known fingerprint impression on file which results in a tentative determination that the impressions share a common origin. Once a preliminary identification has been made, it is verified by other technical staff and then referred to the original submitter (DOJ forensic scientist or law enforcement agency) for positive identification purposes and criminal investigation follow-up.

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 assurance activities to include AFIS system maintenance, analysis and testing.

AFIS: The Automated Fingerprint Identification 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.

II. DEFINITIONS

IDENTIFICATION TECHNICIAN ENTRY/DEVELOPMENTAL

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 classify and identify fingerprints, and to utilize the Automated Fingerprint Identification System and related workstation and 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. After an initial training period, the majority of time is spent performing quality control on images being entered into the permanent database for all electronic arrest records coming into the Crime Information Bureau, as well as performing fingerprint identification on all DNA Sample Information Sheets (SIS)/Submission Forms for the DNA Databank Unit.

IDENTIFICATION TECHNICIAN SENIOR

This is full performance objective level of this classification series in which a majority of time is devoted to making preliminary identification of ten-print to unsolved latent finger/palm prints. 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 Identification Technicians and peers; provision of technical assistance to outside agencies regarding criminal identification issues; and a variety of other technical activities in support of and under the supervision/direction of the AFIS Unit Leader Worker. Positions allocated to this level have satisfied all requirements and met all unit standards which allows them to perform preliminary ten-print to latent finger/palm print identification. Positions perform these functions under general supervision.

IDENTIFICATION TECHNICIAN ADVANCED

The single position allocated to this level functions as the AFIS Unit Lead Worker responsible for: assigning and reviewing the workload of other Identification Technicians; serving as the principal assistant to the Identification Section Supervisor assisting with coordinating section services, maintaining and developing related technical processing procedures, and in new employee and in-service training. In addition, the position allocated to this level will also perform: preliminary identification of ten-print to unsolved latent finger/palm prints; technical assistance to external users regarding fingerprint identification; AFIS quality control (the process of editing AFIS minutiae markers, and improving and enhancing the displayed finger/palm print images); system monitoring, maintenance and problem resolution; and a variety of other technical activities in support of and under the supervision/direction of professional forensic scientist positions as described above. 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.

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