



Department of Employee Relations

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Job Evaluation Report

Fire and Police Commission Meeting: September 18, 2025

Police Department

Current	Recommendation
New Civilian Title (Title Only)	Forensic Print Examiner Supervisor PR 2LN (\$75,162 - \$105,223) FN: Minimum Rate \$90,032 (Title Only)
Latent Print Examiner PR 4F 808 (\$91,246 - \$98,436) (One Position)	Forensic Print Examiner II PR 2IN (\$62,041 - \$86,854) FN: Minimum Rate \$65,142 (One Position) Forensic Print Examiner I PR 2HN (\$58,223 - \$81,507) FN: Minimum Rate \$61,134 (Underfill Title)

Note: Residents receive a 3% Resident Incentive Allowance.

Background

Chief of Police Jeffrey Norman has requested creation of civilian titles for the currently sworn positions of Latent Print Examiner Supervisor and Latent Print Examiner. Creating these titles will continue the Police department's efforts to civilianize the Forensic Division.

The Forensic Division includes one position of Chief Latent Print Examiner and four positions of Latent Print Examiner. One position of Latent Print Examiner is currently vacant. The department is requesting that this one vacant sworn position be reclassified to a civilian title. As additional vacancies occur, the positions will be reclassified to civilian titles.

Position Responsibilities

Forensic Print Examiner Supervisor

Under the direction of the Police Forensic Services Director, the Forensic Print Examiner Supervisor is responsible for providing oversight to the Forensic Print Examiners by delegating and managing work assignment and priorities, implementing process changes, creating and conducting training curriculum and performing administrative duties. Responsibilities include:

- Supervise the Forensic Print Examiners. Serve as the technical expert of the Forensic Print section and provide direction, guidance and mentorship. Administer quality control checks and annual proficiency tests. Conduct probationary reviews and annual evaluations. Ensure that an acceptable level of proficiency and productivity has been met.
- Delegate and manage the work assignments and priorities of the section. Schedule, review, and approve examiners reports.
- Identify training needs of the Police department. Manage and develop an effective training curriculum. Conduct training and instruction to other Police department members regarding fingerprints and forensic print processing techniques. Maintain professional working relationships throughout the department.
- Stay informed of new trends, procedures, and methods in the forensic science field, specifically in fingerprint analysis. Direct innovations to implement. Implement process changes to improve efficiency and work product quality. Support advancements of software and technology in the Forensic Print Section.
- Plan, execute and finalize projects. Report data on the caseload and productivity of the section. Facilitate meetings pertaining to the Forensic Print section. Manage the forensic print record retention schedule.
- Ensure proper staffing levels are maintained. Participate in reviewing applicants, conducting interviews and onboarding new staff members
- Evaluate the quality of forensic prints developed and submitted from crime scenes and other physical evidence to determine if they are of sufficient quality for entry into the Automated Fingerprint Identification System (AFIS) database. Use software to plot minutia, launch searches and evaluate results in AFIS. Utilize local, state, and federal AFIS databases.
- Review digital images, forensic lift cards and conduct side-by-side comparisons using magnifiers in the examination of forensic lifts. Analyze, compare, and evaluate friction ridge detail from latent print impressions in order to draw conclusions. Examine all types of friction ridge impressions including finger, palm and plantar. Act as a verifier in the identification or exclusion of a subject to a forensic print.
- Monitor the unsolved forensic database and resolve in a timely manner. Conduct case work with little to no oversight. Maintain internal case log records. Use the different fingerprint classification systems. Apply advance knowledge and technical skills to complex forensic print examinations.
- Document forensic examinations and conclusions in the Records Management System (RMS) and maintain proper chain of custody. Testify in court for one's own work product and in all aspects of forensic print methodology and identification. Use the department's systems and software including RMS, CAD, AFIS software and digital evidence management.
- Assist other agencies with forensic print examinations. Collaborate at the local state, and federal levels, including the Milwaukee County's Medical Examiner's Office and the Wisconsin State Crime Laboratories. Act as a liaison with other government agencies to coordinate professional services.
- Obtain fingerprints from victims, suspects citizens or deceased individuals for comparison or identification purposes. Provide guidance and assistance in processing remains with extensive physical damage or in stages of advanced decomposition. Collect fingerprints or forensic prints at locations throughout the City of Milwaukee. Provide guidance and assistant with crime scene processing and photographing impression evidence.

Minimum requirements include five years of experience performing duties related to this position. At least three years of experience in a leadership capacity. Must attain and maintain an International Associate for Identification (IAI) Latent Print Certification. Valid driver's license at time of appointment and throughout employment. Minimum requirements have not yet been assessed by DER.

Forensic Print Examiner

Under the direction of the Forensic Print Examiner Supervisor, the Forensic Print Examiner II performs analysis of forensic prints to determine if prints are suitable for potential identifications. The Forensic Print Examiner will search latent prints; identify or exclude individuals; and will follow recognized techniques and guidelines outlined by the International Association for Identification (IAI) as it relates to the scientific forensic analyses of friction ridge examinations. Responsibilities include:

- Examine and evaluate the quality of latent prints developed and submitted from crime scenes and other physical evidence to determine if they are of sufficient quality for comparison and/or entry into the Automated Fingerprint Identification System (AFIS) database. Use software to plot minutiae, launch searches, and retrieve and evaluate results in AFIS
- Review digital images, latent lift cards, and conduct side-by-side comparisons using magnifiers in the examination of latent lifts. Analyze, compare and evaluate friction ridge detail from latent print impression in order to draw conclusions. Examine all types of friction ridge impressions to include finger, palm and plantar.
- Use multiple AFIS databases including local, state, and federal. Use the different fingerprint classification systems. Thoroughly document latent examinations and conclusion in the Records Management System (RMS) and maintain proper chain of custody. Monitor the Unsolved Latent database and resolve in a timely manner. Update and maintain internal case log entries and records. Effectively use the systems and software of the Milwaukee Police Department such as RMS, CAD, AFIS software and digital evidence management.
- Act as a verifier in the identification or exclusion of a subject to a latent print. Provide credible courtroom testimony for not only one's own work product but also in all aspects of latent print methodology and identification. Conduct case work independently with little to no oversight.
- Assist out of jurisdiction agencies with latent print examinations. Collaborate with external stakeholders at the local, state, and federal levels, such as personnel from the Milwaukee County Medical Examiner's Office and the Wisconsin State Crime Laboratories (WSCL).
- Provide guidance to other department members as it relates to fingerprints and latent print processing. Develop and maintain professional working relationships with colleagues and other department members.
- Obtain fingerprints from victims, suspects, citizens or deceased individuals for comparison or identification purposes. Provide guidance and assistance in the processing of remains with extensive physical damage or in stages of advance decomposition. Respond to various locations in/around the City of Milwaukee to collect fingerprints or latent prints. Provide guidance and assistance with crime scene processing and photographing impression evidence.

Minimum requirements include an Associate Degree in criminal justice, forensic science, or a closely related field OR two years of work experience performing related duties. Must attain and maintain an International Associate for Identification (IAI) Latent Print Certification. Valid driver's license at

time of appointment and throughout employment. Minimum requirements have not yet been assessed by DER.

External Market Pay Comparisons in Southeastern Wisconsin

Market rates of pay from the Economic Development Center (ERI), a market survey to which DER subscribes, indicates these rates of pay for Forensic Print Specialists in southeastern Wisconsin. This chart reflects the pay for Forensic Print Specialists with increasing levels of knowledge and skill.

All Incumbents	10 th Percentile	25 th Percentile	Mean	75 th Percentile	90 th Percentile
Level 1	\$43,106	\$46,359	\$50,670	\$54,821	\$59,036
Level 2	\$47,926	\$51,599	\$56,446	\$61,172	\$65,955
Level 3	\$54,348	\$58,586	\$64,155	\$69,658	\$75,205

ERI lists these responsibilities for a Forensic Print Specialist:

- *Examines, judges, and identifies fingerprints and other forensic impressions.*
- *Analyzes fingerprints collected from evidence and determines patterns, ridge characteristics, and unique identifiers.*
- *Compares unknown fingerprints to known prints from databases and fingerprint records to establish identity and matches.*
- *Collects, records, and preserves fingerprint evidence, ensures the chain of custody to safeguard its integrity.*
- *Uses specialized techniques to lift latent fingerprints from various surfaces, such as glass, metal, and paper.*
- *Provides expert testimony in court or legal proceedings, and presents findings, analysis, and conclusions related to fingerprint evidence.*
- *Prepares reports or visual aids to illustrate the analysis and results.*
- *Searches fingerprint databases to identify potential matches for unknown prints.*
- *Assists in maintaining and updating fingerprint databases and records.*
- *Utilizes advanced fingerprint analysis software, comparison tools, and magnification equipment to aid in the analysis process.*
- *Calibrates and maintains analysis equipment.*
- *Works with law enforcement personnel, forensic experts, and legal professionals to exchange information and support ongoing investigations.*
- *Helps with reviewing case files and providing input on fingerprint-related matters.*
- *Keeps abreast of advancements in fingerprint analysis techniques, forensic technology, and research.*
- *Participates in continuing education and training to enhance skills and knowledge.*
- *Adheres to quality control and assurance procedures in the examination and comparison of fingerprints.*

The Bureau of Labor Statistics (BLS) provides the following information:

- The annual mean wage for a Forensic Science Technician in the Milwaukee/Waukesha metropolitan area is \$69,400.

BLS provides the following responsibilities for a Forensic Science Technician:

A Forensic Print Specialist, also known as a forensic fingerprint analyst or a forensic science technician specializing in fingerprints, collects, identifies, and analyzes latent (invisible) prints and other impression evidence from crime scenes to aid criminal investigations. This involves using chemicals or lasers to develop prints, comparing them to known databases, maintaining evidence, and testifying as an expert witness in court. The U.S. Bureau of Labor Statistics (BLS) classifies these roles under forensic science technicians. Key responsibilities include:

- *Crime Scene Processing: Locating and collecting latent prints from surfaces using specialized techniques, chemicals, or lasers.*
- *Evidence Collection: Documenting and preserving fingerprint evidence from crime scenes and morgues, ensuring proper chain of custody.*
- *Analysis and Comparison: Developing and enhancing prints, and comparing them to known samples in databases to identify potential matches.*
- *Laboratory Procedures: Operating and maintaining laboratory equipment, and analyzing other physical evidence like hair, fiber, or soil.*
- *Reporting and Testimony: Preparing detailed reports on findings and presenting them as expert witnesses in criminal or civil trials.*

External Market Pay Comparisons - Other Jurisdictions

Market pay comparisons were also made to similar Crime Labs across the country.

Metropolitan Area	Title	Minimum Rate	Maximum Rate
Minneapolis, MN	Director Police Crime Lab	\$123,679	\$146,613
	Supervisor Forensic Science	\$110,186	\$124,016
	Forensic Scientist II	\$89,091	\$105,290
	Forensic Scientist I	\$56,692	\$78,293
Seattle, WA	Latent Print Supervisor	\$118,269	\$137,696
	Latent Print Examiner, Senior	\$107,848	\$125,486
	Latent Print Examiner	\$100,547	\$117,104
	Latent Print Examiner Trainee	\$94,494	\$110,386
Nashville, TN	Crime Lab Forensic Supervisor	\$98,314	\$142,555
	Crime Scene Investigator 3	\$69,523	\$91,734
	Crime Lab Forensic Technician	\$63,135	\$83,305
	Crime Scene Investigator 2	\$63,135	\$83,305
	Crime Scene Investigator 1	\$57,158	\$75,419
	Police Identification Specialist 1	\$48,064	\$63,419

Comparison to other Police Department Classifications

Classifications with similar responsibilities in the Police Department include:

Title	PR	Title Minimum	Pay Range Maximum
Forensic Processor Supervisor	1BX	\$62,959	\$71,754
Forensic Identification Processor	5EN	\$51,182	\$61,424
Crime Scene Supervisor	2LN	490,032	\$105,223
Crime Scene Investigator II	2IN	\$65,142	\$86,854
Crime Scene Investigator I	2HN	\$61,134	\$81,507
Crime Analyst III	2JN	\$69,462	\$92,612
Crime Analyst II	2IN	\$65,142	\$86,854
Crime Analyst I	2HN	\$61,134	\$81,507

Comparison of Basic Functions

Titles	Basic Functions
Forensic Identification Processor	Responsible for data entry into the Tri-Tec Inform jail software system; photography assignments in the Police Administration Building and public relations events within the City of Milwaukee; following chain of custody protocol related to counter cases; and processing fingerprint identification through various databases.
Crime Scene Investigator	Responsible for identifying, collecting, preserving and analyzing evidence at crime scenes and lab settings in support of law enforcement activities. Performs forensic processing of evidence using a variety of traditional methods and documents evidence and findings. Assignments are often complex in nature and considerable judgement, responsibility, and initiative are required. The response to, and the investigation of crime scenes is required.
Crime Analyst	Responsible for conducting detailed research and analysis of information relating to law enforcement operations involving crime trends and violations of laws. Creating profiles of known offenders and arrestees and research their past crimes through multiple databases. Presenting historical analysis on crimes and calls for service information. Undertaking tactical, strategic, and administrative crime analysis. Conducting spatial analysis to identify crime trends and patterns for the purpose of deployment; long term forecasting/crime reduction efforts; and training department members on crime analysis techniques. Exchanging research information with other internal and external law enforcement analysts/officers.


Analysis and Recommendations

Based upon market data in southeastern Wisconsin, a review of other jurisdictions crime lab classifications, and comparison to similar civilian classifications in the Police Department, the recommendation is to create the titles of Forensic Print Examiner Supervisor in pay range 2LN, Forensic Print Examiner II in pay range 2HN, and Forensic Print Examiner I in pay range 2IN. Furthermore, the recommendation is to reclassify one sworn position of Latent Print Examiner in pay range 4F 808 to the civilian classification of Forensic Print Examiner II in pay range 2HN. As additional vacancies occur, the positions will be reclassified to civilian titles.

Action Required - Effective Pay Period 21, 2025 (September 28, 2025)

*** See addendum included in CCFN for Salary and Position Ordinance changes.**

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