



Milwaukee Police Department
Police Administration Building
749 West State Street
Milwaukee, WI 53233
<http://www.city.milwaukee.gov/police>

Jeffrey B. Norman
Chief of Police

(414) 933-4444

October 29, 2024

The Board of
Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, WI 53202

RE: Reclassification Requests – Chief Latent Print Examiner to Latent Print Examiner Supervisor and
Latent Print Examiner to Latent Print Examiner I-II

Dear Commissioners:

The Department currently has one (1) authorized Chief Latent Print Examiner and four (4) authorized Latent Print Examiner positions. One (1) Latent Print Examiner position is currently vacant. These ranks are classified as a Law Enforcement positions. To continue the Departments efforts of civilianizing the Forensics Division, I am respectfully requesting that the Chief Latent Print Examiner (Pay Range 4HN-812), be reclassified to the civilian position of Latent Print Examiner Supervisor and the Latent Print Examiner (Pay Range 4F-808), be reclassified to the civilian position of Latent Print Examiner I – II.

Under the direction of the Police Forensic Services Director or designee, the Latent Print Examiner Supervisor is responsible for providing supervisory oversight to members assigned to the Latent Print Section. Duties include delegating and managing work assignments and priorities, implementing process changes, creating and conducting training curriculum, and performing administrative duties.

The Latent Print Examiner I-II position would provide incumbents the opportunity to advance in the position. The Latent Print Examiner I responsibilities include performing specialized analysis of latent prints to determine if prints are suitable for potential identifications. This position will also search latent prints, identify, or exclude individuals and will be required to 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. The Latent Print Examiner II will have the additional responsibility of assisting in the development and mentorship of the entry level Latent Print Examiner I. The current vacancy will be reclassified upon approval, while the remaining three (3) positions will be reclassified through attrition.

I respectfully request that this matter be referred to the Department of Employee Relations (DER) for classification. The respective job descriptions are attached. Department representatives are prepared to assist DER staff with this process.

Sincerely,

JEFFREY B. NORMAN
CHIEF OF POLICE

City of Milwaukee – Department of Employee Relations
JOB CLASSIFICATION REQUEST FORM

Please fill out all form fields when applicable with a completed job description that is signed and dated
(include a job analysis questionnaire, if applicable) and email to brwinte@milwaukee.gov.

Date	10/29/2024
Department	Milwaukee Police Department
Department Head	Jeffrey B Norman, Chief of Police

Job Study Contact Information:

HR Contact	Pamela K. Roberts, HR Administrator
Phone Number	414-935-7191
Email Address	prober@milwaukee.gov
Supv/Mgr of Incumbent	Garrett Knuth, Crime Scene Supervisor
Phone Number	414-935-3607
Email Address	gknuth@milwaukee.gov

Request Type (Check All That Apply):

<input checked="checked" type="checkbox"/>	Classification	To classify a new position authority as a result of the budget or grant funding
<input type="checkbox"/>	Designation	For example – bilingual, recruitment flexibility, task rate

Title/Position Information As It Is Listed In the Salary/Positions Ordinance:

Proposed Title	Latent Print Examiner Supervisor
Proposed Pay Range	
Division	Forensics
Section	Latent Print
Number of Positions	1

Duties and responsibilities:

The Latent Print Examiner Supervisor is responsible for providing Supervisory oversight to members assigned to the Latent Print Section. Duties include delegating and managing work assignments and priorities, implementing process changes, creating and conducting training curriculum, and performing administrative duties.

Level of work as defined by knowledge, skill, mental or physical effort requirements, responsibility level, or working conditions:

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Program, policy, or organizational changes that may impact the position and its responsibility level:

Documented recruitment or retention difficulties that may tie to this position:

Titles of other positions within the city that may be comparable to the position(s) to be classified:

Does this title already exist in your department? Please provide comparable JD along with new JD if so.

Any other relevant information:

Prepared by:

Amel Hamada, HR Supervisor

Approved by:

BF

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Request Type (Check All That Apply):

<input checked="" type="checkbox"/>	Classification	To classify a new position authority as a result of the budget or grant funding
<input type="checkbox"/>	Designation	For example – bilingual, recruitment flexibility, task rate

Title/Position Information As It Is Listed In the Salary/Positions Ordinance:

Proposed Title	Latent Print Examiner I - II
Proposed Pay Range	
Division	Forensics
Section	Latent Print
Number of Positions	4

Duties and responsibilities:

The duties and responsibilities of the Latent Print Examiner I performs specialized analysis of latent prints to determine if prints are suitable for potential identifications. This position will also search latent prints, identify, or exclude individuals and will be required to follow recognized techniques and guidelines outlined by the International Association for Identification (IAI) as it related to the scientific forensic analyses of friction ridge examinations.
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Level of work as defined by knowledge, skill, mental or physical effort requirements, responsibility level, or working conditions:

--

Program, policy, or organizational changes that may impact the position and its responsibility level:

Documented recruitment or retention difficulties that may tie to this position:

Titles of other positions within the city that may be comparable to the position(s) to be classified:

Does this title already exist in your department? Please provide comparable JD along with new JD if so.

Any other relevant information:

Prepared by:

Amit Lwanda, HR Supervisor

Approved by:

[Signature]

JOB DESCRIPTION

FOR DER USE ONLY	
Vacancy No.	
City Service Commission: Fire & Police Commission:	Finance Committee: Common Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 10/3/2024		2. Present Incumbent: 1 POSITION		Is incumbent underfilling position?	
3. Date Filled: N/A		4. Previous Incumbent: N/A		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Police Department		Bureau: Criminal Investigation Bureau (CIB) Division: Forensics Division (87)		Unit: N/A Section: Latent Print Section	
6. Work Location: 749 W State St Milwaukee, WI 53233		Telephone: Email:		Work Schedule: Hours: Varies / Days: Varies	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: If in District Council 48, which local? N/A		9. FLSA Status (check one): <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
10.		Official Title: Latent Print Examiner Supervisor		Pay Range	Job Code
		Underfill Title (if applicable):			
		Requested Title (if applicable):			
Recommended Title (DER Use Only):		Approved by:			
		Date:			

11. BASIC FUNCTION OF POSITION:

Under the direction of the Police Forensic Services Director or designee the Latent Print Examiner Supervisor is responsible for providing supervisory oversight to members assigned to the Latent Print Section, to include delegating and managing work assignments and priorities, implementing process changes, creating and conducting training curriculum, and performing administrative duties.

NOTE: The Latent Print Examiner Supervisor is a civilian position.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** ☒ or **Underfill Title** ☐):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
100%	<ul style="list-style-type: none"> Provide supervisory oversight to members assigned to the Latent Print Section. Ensure that an acceptable level of proficiency and productivity has been met for all personnel assigned to the Latent Print Section that is consistent with the employee's job functions and responsibilities. Conduct training and instruction to other department members regarding fingerprints and latent print processing techniques. Identify training needs of the organization. Manage and develop an effective training curriculum. Serve as the technical leader of the Latent Print Section and assist in the developmental process for all levels of Latent Print Examiners by providing direction, guidance, and mentorship.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
	<ul style="list-style-type: none"> Stay informed of new trends, procedures, methods in the field of forensic science, specifically fingerprint analysis, and direct new innovations to implement.
	<ul style="list-style-type: none"> Implement process changes to improve efficiency and work product quality.
	<ul style="list-style-type: none"> Administer quality control checks and annual proficiency tests.
	<ul style="list-style-type: none"> Perform various administrative duties such as scheduling, reviewing and approving examiner's reports, and conducting examiner's probationary reviews and annual evaluations.
	<ul style="list-style-type: none"> Perform various administrative duties such as scheduling, reviewing and approving examiner's reports, and conducting examiner's probationary reviews and annual evaluations.
	<ul style="list-style-type: none"> Perform various administrative duties such as scheduling, reviewing and approving examiner's reports, and conducting examiner's probationary reviews and annual evaluations.
	<ul style="list-style-type: none"> Delegate and manage the work assignments and priorities of the Latent Print Section.
	<ul style="list-style-type: none"> Coordinate and oversee the planning, execution, and finalization of projects.
	<ul style="list-style-type: none"> Report data as it pertains to the caseload and production of the Latent Print Section.
	<ul style="list-style-type: none"> Manage the latent print record retention schedule.
	<ul style="list-style-type: none"> Ensure proper staffing levels are met and maintained.
	<ul style="list-style-type: none"> Participate in the hiring process of new examiners including reviewing applicants, conducting interviews, and onboarding new staff members.
	<ul style="list-style-type: none"> Attend and facilitate various meetings pertaining to all aspects of the Latent Print Section.
	<ul style="list-style-type: none"> 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.
	<ul style="list-style-type: none"> Utilize software tools to plot minutiae, launch searches, and retrieve and evaluate results in AFIS.
	<ul style="list-style-type: none"> Review digital images, latent lift cards, and conduct side-by-side comparisons using magnifiers in the examination of latent lifts.
	<ul style="list-style-type: none"> Analyze, compare, and evaluate friction ridge detail from latent print impressions to draw conclusions.
	<ul style="list-style-type: none"> Utilize multiple AFIS databases including local, state, and federal.
	<ul style="list-style-type: none"> Examine all types of friction ridge impressions to include finger, palm, and plantar.
	<ul style="list-style-type: none"> Monitor the Unsolved Latent database and resolve in a timely manner.
	<ul style="list-style-type: none"> Act as a verifier in the identification or exclusion of a subject to a latent print.
	<ul style="list-style-type: none"> Conduct case work independently with little to no oversight.
	<ul style="list-style-type: none"> Thoroughly document latent examinations and conclusions in the Records Management System (RMS) and maintain proper chain of custody.
	<ul style="list-style-type: none"> Provide credible courtroom testimony for not only one's own work product but also in all aspects of latent print methodology and identification.
	<ul style="list-style-type: none"> Utilize the different fingerprint classification systems.
	<ul style="list-style-type: none"> Update and maintain internal case log entries and records.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
	<ul style="list-style-type: none"> Assist out of jurisdiction agencies with latent print examinations. Apply an advanced level of knowledge and technical skills to complex latent print examinations. Support advancements and maintenance of software and technology within the Latent Print Section. Develop and maintain professional working relationships with colleagues and other department members. Collaborate with external stakeholders at the local, state, and federal levels, such as personnel from the Milwaukee County's Medical Examiner's Office and the Wisconsin State Crime Laboratories (WSCL). Act as a liaison with other government agencies to coordinate professional services. Effectively use the systems and software of the Milwaukee Police Department (MPD), such as RMS, CAD, AFIS software, and digital evidence management. Adhere to MPD's Code of Conduct and all Standard Operating Procedures (SOPs). Regular and consistent attendance. Perform all other duties as assigned.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	<ul style="list-style-type: none"> 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 advanced 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.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Forensic Services Director

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

The Latent Print Examiner Supervisor reports directly to the Forensic Services Director. The Forensic Services Director will ensure the Latent Print Examiner Supervisor is able to effectively manage all personnel, case work, and projects assigned to the Latent Print Section.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **TBD**.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work
b. Outline methods	f. Make hiring recommendations
c. Direct work in progress	g. Prepare performance appraisals
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
TBD	Latent Print Examiner I	A - H
TBD	Latent Print Examiner II	A - H

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

- An Associate Degree in criminal justice, forensic science, or a closely related field from an accredited college, **OR** six (6) years of work experience performing duties related to this position.
- Three (3) or more years in a supervisory or leadership capacity.

ii. Knowledge, Skills and Abilities:

- Must pass an annual proficiency test.

iii. Certifications, Licenses, Registrations:

- Must possess and maintain an International Association for Identification (IAI) Latent Print Certification while in the Latent Print Examiner Supervisor role.

iv. Other Requirements:

- Valid driver's license at time of appointment as well as throughout employment.
- Be flexible with shift hours, including nights, weekends, holidays, and overtime to meet operational demands, often with little notice, such as in the event of a critical incident or staffing shortages.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.

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<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input checked="" type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work:** 5%

CHECK ALL THAT APPLY:

<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or
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	<i>administrative work).</i>
<input checked="" type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (<i>i.e. warehouses, covered loading docks, garages, etc.</i>)
<input checked="" type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input checked="" type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input checked="" type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input checked="" type="checkbox"/>	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input checked="" type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input checked="" type="checkbox"/> Commercial vehicle	<input checked="" type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input checked="" type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input checked="" type="checkbox"/> Hand tools (<i>please list</i>): Forensic related equipment	
<input checked="" type="checkbox"/> Office Machines (<i>check all that apply</i>): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input checked="" type="checkbox"/> Other (<i>please list</i>): Scanner, magnifiers, ridge counters, and other forensic related equipment/technology	

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

DESIRABLE QUALIFICATIONS

- Proficient using AFIS software and/or the MBIS database.
- Memberships in other forensic-related professional associations.
- Advanced professional knowledge of the principles, theories, methods, and technical procedures of fingerprints and latent print processing.
- Experience in positions of leadership and/or project management.
- Certifications pertaining to fingerprint analysis and/or other forensic science techniques.
- Experience in law enforcement or forensic science disciplines.
- Knowledge of law enforcement computer systems.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

TECHNICAL

- Exhibits general knowledge of law enforcement practices.
- Demonstrates strong attention to detail skills.
- Ability to assign duties, set clear standards and expectations, provide guidance, and monitor in-progress work.
- Ability to assess performance and offer constructive criticism when appropriate.
- Ability to identify and foster change to improve a unit's efficiency and effectiveness.
- Exceptional leadership, management, and interpersonal skills.
- Ability to manage multiple assignments simultaneously, while maintaining organization.
- Ability to manage a large case load and shift priorities with little to no notice.
- Ability to work efficiently.
- Ability to perform verification work accurately.

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- Capable of passing periodic Quality Control tests.
- Ability to learn and become proficient using various specialized databases for fingerprint analysis and identification.
- Ability to work independently with minimal direct supervision.
- Capable of maintaining thoroughness for the duration of a shift.
- Demonstrates analytical and problem-solving skills.
- Capable of using sound judgment and exhibits ethical decision-making skills.
- Ability to collect, analyze, and interpret data and statistics using quantitative and qualitative methods.
- Proficient in using Microsoft Office Suite, including Word and Excel.

COMMUNICATION AND INTERPERSONAL

- Demonstrates strong verbal communication skills, including the ability to listen to others, articulate responses, explain complex technical processes, and provide testimony in court.
- Demonstrates strong written communication skills, including producing charts, maps, and narrative reports to communicate findings in a concise and well-organized manner.
- Ability to work cooperatively and fairly with others whose backgrounds may differ from one's own.
- Offers customer service skills, to include empathy and respect, which are to represent the department in a positive manner and provide services in a culturally sensitive manner.
- Ability to establish and maintain effective working relationships with both sworn and civilian staff members, counterparts in the law enforcement community, representatives of the City of Milwaukee, elected officials, and the public.

PROFESSIONALISM

- Ability to handle sensitive information carefully.
- Demonstrates honesty and integrity in an investigation and maintains the utmost confidence regarding all police matters and on-going investigations.
- Demonstrates situational awareness and the ability to remain composed during stressful situations.
- Ability to use positive coping skills to handle frequent exposure to the details of events, crimes, and tragedies.
- Ability to adhere to the City of Milwaukee, MPD, and the Forensics' Division policies, applicable ordinances, the Code of Conduct, all SOPs, and forensic science standards and best practices.
- Commits to continuous learning and participation in job-related training and professional organizations, such as the IAI, to maintain current knowledge, best practices, and skills in forensic science and fingerprint analysis.

M. I believe that the statements made above in describing this job are complete and accurate.

Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

JOB DESCRIPTION

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

FOR DER USE ONLY	
Vacancy No.	
City Service Commission:	Finance Committee:
Fire & Police Commission:	Common Council:

1. Date Prepared/ Revised: 10/3/2024		2. Present Incumbent: 4 POSITIONS		Is incumbent underfilling position?	
3. Date Filled: N/A		4. Previous Incumbent: N/A		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Police Department		Bureau: Criminal Investigation Bureau (CIB) Division: Forensics Division (87)		Unit: N/A Section: Latent Print Section	
6. Work Location: 749 W State St Milwaukee, WI 53233		Telephone: Email:		Work Schedule: Hours: Varies / Days: Varies	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: If in District Council 48, which local? N/A		9. FLSA Status (check one): <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
10.		Official Title: Latent Print Examiner I		Pay Range	Job Code
		Underfill Title (if applicable):			
		Requested Title (if applicable):			
Recommended Title (DER Use Only):		Approved by:			
		Date:			

11. BASIC FUNCTION OF POSITION:

Under the direction of the Police Forensic Services Director or designee(s), the Latent Print Examiner I performs specialized analysis of latent prints to determine if prints are suitable for potential identifications. The Latent Print Examiner I will search latent prints, identify, or exclude individuals and will be required to 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.

NOTE: The Latent Print Examiner I is a civilian position. The position is structured to provide career advancement to Latent Print Examiner II, based on years of experience and an IAI Latent Print Certification.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** ☒ or **Underfill Title** ☐):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
100 %	<ul style="list-style-type: none"> 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. Utilize software tools 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 impressions to draw conclusions. Utilize multiple AFIS databases including local, state, and federal. Examine all types of friction ridge impressions to include finger, palm, and plantar.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
	<ul style="list-style-type: none"> • Monitor the Unsolved Latent database and resolve in a timely manner. • Act as a verifier in the identification or exclusion of a subject to a latent print. • Conduct case work independently with little to no oversight. • Thoroughly document latent examinations and conclusions in the Records Management System (RMS) and maintain proper chain of custody. • Provide credible courtroom testimony for not only one's own work product but also in all aspects of latent print methodology and identification. • Utilize the different fingerprint classification systems. • Update and maintain internal case log entries and records. • Assist out of jurisdiction agencies with latent print examinations. • 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. • Collaborate with external stakeholders at the local, state, and federal levels, such as personnel from the Milwaukee County's Medical Examiner's Office and the Wisconsin State Crime Laboratories (WSCL). • Effectively use the systems and software of the Milwaukee Police Department (MPD), such as RMS, CAD, AFIS software, and digital evidence management. • Adhere to MPD's Code of Conduct and all Standard Operating Procedures (SOPs). • Regular and consistent attendance. • Perform all other duties as assigned.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	<ul style="list-style-type: none"> • 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 advanced 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.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Crime Scene Supervisor and/or Latent Print Examiner Supervisor

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

The Latent Print Examiner I is under the supervision of supervisors assigned to the Forensics Division and/or their designee(s), including the Latent Print Examiner Supervisor. The aforementioned individuals will oversee the Latent Print Examiner I case work, workflow, procedures, and perform general quality control.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work
b. Outline methods	f. Make hiring recommendations
c. Direct work in progress	g. Prepare performance appraisals
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such

Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)i. Education and Experience:

- An Associate Degree in criminal justice, forensic science, or a closely related field from an accredited college, **OR** two (2) years of work experience performing duties related to this position.

ii. Knowledge, Skills and Abilities:

- Must complete a 6-month initial training period.
- Must pass an annual proficiency test.

iii. Certifications, Licenses, Registrations:

- Must obtain an International Association for Identification (IAI) Latent Print Certification within five (5) years from date of hire; certification must then be maintained while in the Latent Print Examiner I role.

iv. Other Requirements:

- Valid driver's license at time of appointment as well as throughout employment.
- Be flexible with shift hours, including nights, weekends, holidays, and overtime to meet operational demands, often with little notice, such as in the event of a critical incident or staffing shortages.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
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The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input checked="" type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.

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<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.
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J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 5%**

CHECK ALL THAT APPLY:

<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input checked="" type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input checked="" type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input checked="" type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input checked="" type="checkbox"/>	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input checked="" type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input checked="" type="checkbox"/> Commercial vehicle	<input checked="" type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input checked="" type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input checked="" type="checkbox"/> Hand tools (please list): Forensic related equipment	
<input checked="" type="checkbox"/> Office Machines (check all that apply): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input checked="" type="checkbox"/> Other (please list): Scanner, magnifiers, ridge counters, and other forensic related equipment/technology	

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

DESIRABLE QUALIFICATIONS

- Experience using AFIS software and/or the MBIS database.
- Established membership with the IAI.
- Memberships in other forensic-related professional associations.
- Knowledge in the collection of latent prints.
- Certifications pertaining to fingerprint analysis and/or other forensic science techniques.
- Experience in law enforcement or forensic science disciplines.
- Knowledge of law enforcement computer systems.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

TECHNICAL

- Exhibits general knowledge of law enforcement practices.
- Demonstrates strong attention to detail skills.
- Ability to manage multiple assignments simultaneously, while maintaining organization.
- Ability to manage a large case load and shift priorities with little to no notice.
- Ability to work efficiently.
- Ability to perform verification work accurately.
- Capable of passing periodic Quality Control tests.
- Ability to learn and become proficient using various specialized databases for fingerprint analysis and identification.
- Ability to work independently with minimal direct supervision.
- Capable of maintaining thoroughness for the duration of a shift.
- Demonstrates analytical and problem-solving skills.
- Capable of using sound judgment and exhibits ethical decision-making skills.
- Ability to collect, analyze, and interpret data and statistics using quantitative and qualitative methods.
- Proficient in using Microsoft Office Suite, including Word and Excel.

COMMUNICATION AND INTERPERSONAL

- Demonstrates strong verbal communication skills, including the ability to listen to others, articulate responses, explain complex technical processes, and provide testimony in court.
- Demonstrates strong written communication skills, including producing charts, maps, and narrative reports to communicate findings in a concise and well-organized manner.
- Ability to work cooperatively and fairly with others whose backgrounds may differ from one's own.
- Offers customer service skills, to include empathy and respect, which are to represent the department in a positive manner and provide services in a culturally sensitive manner.
- Ability to establish and maintain effective working relationships with both sworn and civilian staff members, counterparts in the law enforcement community, representatives of the City of Milwaukee, elected officials, and the public.

PROFESSIONALISM

- Ability to handle sensitive information carefully.
- Demonstrates honesty and integrity in an investigation and maintains the utmost confidence regarding all police matters and on-going investigations.
- Demonstrates situational awareness and the ability to remain composed during stressful situations.
- Ability to use positive coping skills to handle frequent exposure to the details of events, crimes, and tragedies.
- Ability to adhere to the City of Milwaukee, MPD, and the Forensics' Division policies, applicable ordinances, the Code of Conduct, all SOPs, and forensic science standards and best practices.
- Commits to continuous learning and participation in job-related training and professional organizations, such as the IAI, to maintain current knowledge, best practices, and skills in forensic science and fingerprint analysis.

M. I believe that the statements made above in describing this job are complete and accurate.

Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

JOB DESCRIPTION

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

FOR DER USE ONLY	
Vacancy No.	
City Service Commission: Fire & Police Commission:	Finance Committee: Common Council:

1. Date Prepared/ Revised: 10/3/2024		2. Present Incumbent: 4 POSITIONS		Is incumbent underfilling position?	
3. Date Filled: N/A		4. Previous Incumbent: N/A		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Police Department		Bureau: Criminal Investigation Bureau (CIB) Division: Forensics Division (87)		Unit: N/A Section: Latent Print Section	
6. Work Location: 749 W State St Milwaukee, WI 53233		Telephone: Email:		Work Schedule: Hours: Varies / Days: Varies	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: If in District Council 48, which local? N/A		9. FLSA Status (check one): <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
10.		Official Title: Latent Print Examiner II		Pay Range	Job Code
		Underfill Title (if applicable): Latent Print Examiner I			
		Requested Title (if applicable):			
Recommended Title (DER Use Only):		Approved by:			
		Date:			

11. BASIC FUNCTION OF POSITION:

Under the direction of the Police Forensic Services Director or designee(s), the Latent Print Examiner II performs specialized analysis of latent prints to determine if prints are suitable for potential identifications. In addition to conducting latent print examinations and comparisons, the Latent Print Examiner II assists in the development and mentorship of entry-level Latent Print Examiners and also provides instruction and training regarding fingerprints and latent print processing techniques to other department members. The Latent Print Examiner II seeks process improvements and advancements in fingerprint analysis and offers recommendations. The Latent Print Examiner II will be required to 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.

NOTE: The Latent Print Examiner II is a civilian position. The position is structured to provide career advancement to Latent Print Examiner Supervisor, based on years of experience and demonstrated leadership abilities.

12. DESCRIPTION OF JOB (Check if description applies to Official Title ☒ or Underfill Title ☐):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
100 %	<ul style="list-style-type: none"> 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. Utilize software tools 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 impressions to draw conclusions.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
	<ul style="list-style-type: none"> Utilize multiple AFIS databases including local, state, and federal.
	<ul style="list-style-type: none"> Examine all types of friction ridge impressions to include finger, palm, and plantar.
	<ul style="list-style-type: none"> Monitor the Unsolved Latent database and resolve in a timely manner.
	<ul style="list-style-type: none"> Act as a verifier in the identification or exclusion of a subject to a latent print.
	<ul style="list-style-type: none"> Conduct case work independently with little to no oversight.
	<ul style="list-style-type: none"> Thoroughly document latent examinations and conclusions in the Records Management System (RMS) and maintain proper chain of custody.
	<ul style="list-style-type: none"> Provide credible courtroom testimony for not only one's own work product but also in all aspects of latent print methodology and identification.
	<ul style="list-style-type: none"> Utilize the different fingerprint classification systems.
	<ul style="list-style-type: none"> Update and maintain internal case log entries and records.
	<ul style="list-style-type: none"> Assist out of jurisdiction agencies with latent print examinations.
	<ul style="list-style-type: none"> Provide supplemental training and instruction to other department members regarding fingerprints and latent print processing techniques.
	<ul style="list-style-type: none"> Apply an advanced level of knowledge and technical skills to complex latent print examinations.
	<ul style="list-style-type: none"> Assist in the developmental process of entry-level Latent Print Examiners by providing direction, guidance, and mentorship.
	<ul style="list-style-type: none"> Stay informed of new trends, procedures, methods in the field of forensic science, specifically fingerprint analysis, and search for new innovations to implement.
	<ul style="list-style-type: none"> Make recommendations on new processes to improve efficiency and work product quality.
	<ul style="list-style-type: none"> Assist in administering quality control checks and annual proficiency tests.
	<ul style="list-style-type: none"> Support advancements and maintenance of software and technology within the Latent Print Section.
	<ul style="list-style-type: none"> Attend various meetings pertaining to all aspects of the Latent Print Section.
	<ul style="list-style-type: none"> Develop and maintain professional working relationships with colleagues and other department members.
	<ul style="list-style-type: none"> Collaborate with external stakeholders at the local, state, and federal levels, such as personnel from the Milwaukee County's Medical Examiner's Office and the Wisconsin State Crime Laboratories (WSCL).
	<ul style="list-style-type: none"> Act as a liaison with other government agencies to coordinate professional services.
	<ul style="list-style-type: none"> Effectively use the systems and software of the Milwaukee Police Department (MPD), such as RMS, CAD, AFIS software, and digital evidence management.
	<ul style="list-style-type: none"> Adhere to MPD's Code of Conduct and all Standard Operating Procedures (SOPs).
	<ul style="list-style-type: none"> Regular and consistent attendance.
	<ul style="list-style-type: none"> Perform all other duties as assigned.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	<ul style="list-style-type: none"> Obtain fingerprints from victims, suspects, citizens, or deceased individuals for comparison or identification purposes.
	<ul style="list-style-type: none"> Provide guidance and assistance in the processing of remains with extensive physical damage or in stages of advanced decomposition.
	<ul style="list-style-type: none"> Respond to various locations in/around the City of Milwaukee to collect fingerprints or latent prints.
	<ul style="list-style-type: none"> Provide guidance and assistance with crime scene processing and photographing impression evidence.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Crime Scene Supervisor and/or Latent Print Examiner Supervisor

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

The Latent Print Examiner II is under the supervision of supervisors assigned to the Forensics Division and/or their designee(s), including the Latent Print Examiner Supervisor. The aforementioned individuals will oversee the Latent Print Examiner II case work, workflow, procedures, and perform general quality control.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

Select one or more of the following:		
a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)i. Education and Experience:

- An Associate Degree in criminal justice, forensic science, or a closely related field from an accredited college, **OR** three (3) years of work experience performing duties related to this position.

ii. Knowledge, Skills and Abilities:

- Must pass an annual proficiency test.

iii. Certifications, Licenses, Registrations:

- Must possess and maintain an International Association for Identification (IAI) Latent Print Certification while in the Latent Print Examiner II role.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

iv. Other Requirements:

- Valid driver's license at time of appointment as well as throughout employment.
- Be flexible with shift hours, including nights, weekends, holidays, and overtime to meet operational demands, often with little notice, such as in the event of a critical incident or staffing shortages.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other
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	sedentary criteria are met.
<input checked="" type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

- I. **VISUAL ACUITY REQUIREMENTS:** (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

- J. **THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:**

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 5%**

CHECK ALL THAT APPLY:

<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input checked="" type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input checked="" type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input checked="" type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input checked="" type="checkbox"/>	The worker is required to wear a respirator.

- K. **MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:**

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input checked="" type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input checked="" type="checkbox"/> Commercial vehicle	<input checked="" type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)

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<input checked="" type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input checked="" type="checkbox"/> Hand tools (<i>please list</i>): Forensic related equipment	
<input checked="" type="checkbox"/> Office Machines (<i>check all that apply</i>): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input checked="" type="checkbox"/> Other (<i>please list</i>): Scanner, magnifiers, ridge counters, and other forensic related equipment/technology	

- L. SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

DESIRABLE QUALIFICATIONS

- Proficient using AFIS software and/or the MBIS database.
- Memberships in other forensic-related professional associations.
- Advanced professional knowledge of the principles, theories, methods, and technical procedures of fingerprints and latent print processing.
- Certifications pertaining to fingerprint analysis and/or other forensic science techniques.
- Experience in law enforcement or forensic science disciplines.
- Knowledge of law enforcement computer systems.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

TECHNICAL

- Exhibits general knowledge of law enforcement practices.
- Demonstrates strong attention to detail skills.
- Ability to manage multiple assignments simultaneously, while maintaining organization.
- Ability to manage a large case load and shift priorities with little to no notice.
- Ability to work efficiently.
- Ability to perform verification work accurately.
- Capable of passing periodic Quality Control tests.
- Ability to learn and become proficient using various specialized databases for fingerprint analysis and identification.
- Ability to work independently with minimal direct supervision.
- Capable of maintaining thoroughness for the duration of a shift.
- Demonstrates analytical and problem-solving skills.
- Capable of using sound judgment and exhibits ethical decision-making skills.
- Ability to collect, analyze, and interpret data and statistics using quantitative and qualitative methods.
- Proficient in using Microsoft Office Suite, including Word and Excel.

COMMUNICATION AND INTERPERSONAL

- Demonstrates strong verbal communication skills, including the ability to listen to others, articulate responses, explain complex technical processes, and provide testimony in court.
- Demonstrates strong written communication skills, including producing charts, maps, and narrative reports to communicate findings in a concise and well-organized manner.
- Ability to work cooperatively and fairly with others whose backgrounds may differ from one's own.
- Offers customer service skills, to include empathy and respect, which are to represent the department in a positive manner and provide services in a culturally sensitive manner.
- Ability to establish and maintain effective working relationships with both sworn and civilian staff members, counterparts in the law enforcement community, representatives of the City of Milwaukee, elected officials, and the public.

PROFESSIONALISM

- Ability to handle sensitive information carefully.
- Demonstrates honesty and integrity in an investigation and maintains the utmost confidence regarding all police matters and on-going investigations.
- Demonstrates situational awareness and the ability to remain composed during stressful situations.
- Ability to use positive coping skills to handle frequent exposure to the details of events, crimes, and tragedies.
- Ability to adhere to the City of Milwaukee, MPD, and the Forensics' Division policies, applicable ordinances, the Code of Conduct, all SOPs, and forensic science standards and best practices.
- Commits to continuous learning and participation in job-related training and professional organizations, such as the IAI, to maintain current knowledge, best practices, and skills in forensic science and fingerprint analysis.

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M. I believe that the statements made above in describing this job are complete and accurate.

Signature of Department Head or Designated Representative

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