City of Milwaukee

Department of Employee Relations

**Tom Barrett**
Mayor

**Maria Monteagudo**
Director

**Michael Brady**
Employee Benefits Director

**Troy M. Hamblin**
Labor Negotiator

October 4, 2010

Fire and Police Commission
City Hall, Room 706A

Attention: Michael G. Tobin, Executive Director

Dear Commissioners:

Enclosed is a report concerning the reclassification of a position titled Identification Technician for distribution to each Commissioner, the Executive Director, and for other distribution as necessary.

Sincerely,

Maria L. Monteagudo

Maria Monteagudo
Director of Employee Relations

MM:fcw

Enclosures: Job Evaluation Report

C: Chief of Police Edward Flynn
Assistant Chief of Police Monica Ray
Chief of Staff Joel Plant
Captain Gregory Moore
Valarie Williams
John Balcerzak (MPA)

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Department of Employee Relations

# JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: October 7, 2010
Department: Police

| Current | Request | Recommendation |
|---|---|---|
| Identification Technician<br>PR 804 ($62,007 - $66,005) | Forensic Investigator<br>PR 804 ($62,007 - $66,005) | Forensic Investigator<br>PR 804 ($62,007 - $66,005) |

## Action Required

In the Salary Ordinance, under Pay Range 804, delete the title "Identification Technician" and add the title "Forensic Investigator".

In the Positions Ordinance, under Police Department, Administration Services Decision Unit, Administration Bureau, Integrated Justice Services Division, Identification Division, delete 37 positions of "Identification Technician" and add 37 positions of "Forensic Investigator".

## Background

The Milwaukee Police Department currently has authority for 37 positions of Identification Technician. These positions are assigned to Identification Section located in the Administration Bureau headed by Assistant Chief Monica Ray. The Chief of Police requested that the job title of this group be changed to reflect the range of duties and responsibilities currently performed. In studying this request, the following documentation was reviewed: a revised job description written by the Police Department; reports submitted by Identification Technicians (redacted); a training checklist for Identification Technicians; job descriptions for similar jobs from other jurisdictions; and information from previous studies of this classification approved by your Commission. In addition, discussions were held with Captain Gregory Moore, head of the Department's Integrated Justice Services Division which includes the Identification Section; Police Identification Supervisor Kim Robinson; and Police Identification Supervisor Kelly Anagnostopoulos.

## Background

The job classification of Identification Technician has been in existence for many decades. Historically, these jobs have been filled by sworn Police Officers who receive formal and informal on-the-job training in trace evidence collection and fingerprint analysis for a one-year period. At the conclusion of one year of training, they take a proficiency examination created and administered by the Investigation Section in order to be promoted to the rank of Identification Technician.

In 1985 the duties and responsibilities of this job classification changed significantly when duties associated with prisoner processing were removed from the Identification Section and responsibility for collective and processing evidence at crime scenes shifted from the "Detective Bureau" to the Identification Section. As a result, Identification Technicians were deployed to crime scenes to collect physical evidence and take

photographs. At the request of Police Chief Robert Ziarnik, the Department of Employee Relations conduced a major study regarding the title and pay level of this group and that of Document Examiner, Latent Print Examiner, and Detective. (The classification of Detective was included for comparative purposes because Identification Technicians claimed they were performing the work normally performed by Detectives and wanted to be compensated as such.) Although the issues associated with 1988 study differ from the subject of this report, the duties and responsibilities of Identification Technicians outlined in that report serves as a benchmark for this group.

The 1988 report, which was based upon job analysis questionnaires completed by a majority of employees performing the work and job audit interviews with 12 Identification Technicians, indicated the following duties and responsibilities:

| % Time | Area of Responsibility |
|---|---|
| 27 | **Fingerprint identification**-recording fingerprints. Classifying and searching fingerprints to identify persons both living and dead. Identifying criminal suspects through comparison of known and latent fingerprints. |
| 20 | **Crime scene investigation** – Locating, photographing, and recovering evidence at crime scenes, including dusting for fingerprints, collecting blood samples, and seizing other evidence, Making molds of tire treads and footprints. |
| 19 | **Evidence processing** -Processing evidence with chemicals, powders, or laser beams for latent fingerprints, blood, or other trace evidence |
| 11 | **Photographs** - Photographing crime scenes, accidents, and prisoners; taking close-up photographs of evidence and fingerprints; performing photography surveillance work. Developing negative and printing photographs. |
| 8 | Updating files for the new computer system |
| 6 | Morgue investigations-photographing and taking fingerprints from the deceased. |
| 5 | Gunshot residue tests-swabbing suspects or property for gunshot residue; labeling the samples taken. |
| 4 | Court preparation and presentation-reviewing all evidence. Preparing enlargement of latent fingerprints and charting them to show how the identification was made. Testifying in Court. |

The report further stated that, at that time, Identification Technicians spent approximately 20% of the time in the field collecting, testing, and processing evidence.

**Analysis**

Discussions with the Police Department indicate that Identification Technicians now spend the vast majority of their time in the field collecting, processing, and testing trace evidence. Evidence collection, in other words, is now the primary focus of this group. It was further stated that, in the future, requirements for this occupation may increase and that employees may be required to obtain and hold a credential or credentials related to forensic evidence collection. Forensic science has come under national scrutiny since February of 2009 when the National Academy of Sciences/National Research Council (NA/NRC) issued a report entitled *Strengthening Forensic Science in the United States: A Path Forward.* From an occupational perspective, the area forensic science and its many specialties may become more professional in nature.

Our review did not identify a standard well-recognized job title. Some law enforcement agencies use the title Evidence Technician. Others employ Identification Technician; still others use Crime Scene Technician, Forensic Investigator, or Crime Scene Specialist. In some law enforcement agencies this work is performed by civilian employees and in others by sworn personnel. In some cases both civilians and sworn personnel perform the work. The variety of titles used for this occupational group may be seen at www.crime-scene-investigator.net, which lists current job openings in positions related to forensic science and provides job descriptions for a variety of jobs in this discipline.

The review of these positions indicates that the current focus of duties and responsibilities for Identification Technicians is in the field collecting, identifying, and analyzing trace evidence at crime scenes. As there is no standard job title associated with this occupational area, we recommend changing the title of these positions to Forensic Investigator as requested by the Chief of Police.

**Recommendation**

Based upon the analysis above, we recommend retitling the positions of Identification Technician in Pay Range 804 to Forensic Investigator in Pay Range 804.

Prepared by: Laura S. Sutherland
Laura Sutherland, Human Resources Representative

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Maria L. Monteagudo
Maria Monteagudo, Employee Relations Director