



DATE: April 24, 2024

TO: Honorable Mayor and City Councilmembers

FROM: Police Department

SUBJECT: **RECLASSIFY EXISTING FIELD EVIDENCE TECHNICIAN AND SENIOR FIELD EVIDENCE TECHNICIAN POSITIONS TO FORENSIC SPECIALISTS, APPROVE NEW POSITIONS WITHIN THE POLICE DEPARTMENT, AND APPROVE NEW JOB DESCRIPTIONS AND SALARY RANGES**

SYNOPSIS

Staff recommends that the City Council approve the reclassification of existing Senior Field Evidence Technician and Field Evidence Technician positions to Forensic Specialists; approve the creation of the new positions of Forensic Supervisor and Forensic and Evidence Manager, the addition of three Community Services Officer positions, and one hourly extra help Consultant Assistant position within the Police Department; and, approve Job Descriptions and salary ranges for the proposed Job Classifications. As further described in this staff report, the proposed restructuring is intended to be "budget neutral" and would not result in a net increase to the number of full-time positions.

BACKGROUND

The Police Department currently has a budget allocation for five full-time benefited Field Evidence Technicians (FET) and six Senior Field Evidence Technicians (Sr FET), of which six of the 11 total positions are vacant. Based on the Department's current staffing level, and the volume of evidence-related calls for service, a reorganization of the Unit is warranted to meet the Department's current and future needs.

In 2022, an analysis of the calls for service showed that 64% of the calls responded by FETs were unrelated to forensics. These calls could be handled by Community Service Officers (CSO) or Police Officers who do not require the same level of training as FETs in evidence collection. However, since Police Sergeants who supervise the FETs lack the necessary forensic training and experience, it is challenging to maintain consistency in collecting and documenting evidence-related investigations.

The Police Department's recently completed Operations and Organizational Assessment identified several findings and recommendations for the FET position and job description as follows:

- Recommendation #5: Consider the incremental reduction of FETs in Patrol and replacing them with CSO's. A smaller number of FETs can then be reassigned to their original and primary role as Analysts who assist Detectives in collecting, processing, and analyzing evidence from criminal investigations, especially those involving complex crime scenes.
- Recommendation #26: Consider reclassifying the Field Evidence Technician role. Implement a shift in operational expectations and equip patrol officers to investigate and process low-level crime scene investigations and evidence collection without needing an FET.
- Recommendation #27: Non-related evidence tasks should be reclassified into more functional support roles, such as the current CSO role or the former Investigative Aid role.
- Recommendation #28: Evaluate advanced evidence collection and processing techniques that would be better suited for a crime lab operated and managed by the Evidence and Property Unit.
- Recommendation #29: Consolidate functional resources of the Evidence and Property Unit and the Field Evidence Technician function into a single Forensic Sciences Unit.
- Finding #31: Supervisors lack the knowledge to review evidence collection and analysis by FETs, highlighting the need to have a primary Supervisor for all FETs.

The Department currently employs two Measure X-funded CSOs assigned to the Patrol Division. The CSOs are responsible for taking cold reports and collecting basic evidence on non-violent crimes. All current CSOs have completed the Basic FET training course and now have their Basic FET certificate.

The Human Resources Department thoroughly analyzed the existing Field Evidence Technician and Senior Field Evidence Technician job classification duties and responsibilities. It also conducted a job and compensation study to identify the appropriate classification and salary range for these positions. They determined the need to create a new job classification for the Forensic Specialist position. These positions will bolster the Police Department's highly technical capabilities in evidence collection and processing. This change reflects a commitment to staying at the forefront of forensic science and maintaining high standards for public safety. The Forensic Specialists will develop advanced technical skills and expertise, enabling more effective investigations and resolution of cases.

In support of the restructuring of the unit as recommended by the Operations and Organizational Assessment, the creation of a Forensics Supervisor, Forensic and Evidence Manager, and the addition of three Community Services Officers, and an hourly extra help Consulting Assistant are also warranted as further described below.

ANALYSIS

The restructuring of the Forensics and Evidence Unit will bring several advantages to the Department, the most significant being the reinforcement of consistency and accountability in handling serious crime scenes. By employing individuals with the proper experience and training in forensics to supervisory and management roles, the Department can ensure that best practices are consistently followed and those overseeing operations possess the necessary expertise. Consistency in management is crucial for maintaining high standards across all facets of forensic operations. By centralizing supervision under more qualified individuals, the Department can streamline processes and reduce the risk of errors or oversights. Moreover, experienced supervisors' expertise will pave the way for future accreditation. Accreditation signifies adherence to rigorous standards and enhances the Department's credibility and reliability in the community. Ultimately, this reorganization lays the groundwork for achieving forensic self-sufficiency and modernizing the Department's approach to forensic investigations. By prioritizing expertise, consistency, and accountability, we can elevate the Department's capabilities and ensure that investigations are handled effectively and fairly. The new job descriptions for the three job classifications can be found under Exhibits A, B, and C.

The restructuring of the Forensic Unit will require reclassifying of the existing Sr Field Evidence Technicians and Field Evidence Technicians to Forensic Specialists, the creation of one Forensic Supervisor, one Forensic and Evidence Manager, and the use of three Community Services Officers and one hourly extra help Consulting Assistant.

The proposed salary ranges for each of the three proposed positions are:

Forensic Specialist Proposed Salary Range							
	A	B	C	D	E	F	G
Monthly	\$5,597	\$5,876	\$6,170	\$6,479	\$6,803	\$7,143	\$7,500
Hourly	\$32.29	\$33.90	\$35.60	\$37.38	\$39.25	\$41.21	\$43.27

Forensic Supervisor Proposed Salary Range							
	A	B	C	D	E	F	G
Monthly	\$7,314	\$7,680	\$8,064	\$8,467	\$8,891	\$9,335	\$9,802
Hourly	\$42.20	\$44.31	\$46.52	\$48.85	\$51.29	\$53.86	\$56.55

Forensic and Evidence Manager Proposed Salary Range							
	A	B	C	D	E	F	G
Monthly	\$8,046	\$8,448	\$8,870	\$9,314	\$9,780	\$10,269	\$10,782
Hourly	\$46.41	\$48.74	\$51.17	\$53.73	\$56.42	\$59.24	\$62.20

Restructure Plan Summary:

- Conversion of five current vacant positions to Forensic Specialists:
 - (2) Field Evidence Technicians
 - (3) Senior Field Evidence Technicians
- Creation of positions:
 - (1) Forensic Supervisor
 - (1) Forensic Evidence Manager
 - (3) Community Services Officers
 - (1) Hourly Extra Help Consulting Assistant
- Other considerations:
 - While this restructuring would take effect upon City Council approval this fiscal year, a cost analysis was completed using Fiscal Year 2024-25 proposed budget figures.
 - The new forensic specialist will be assigned to shifts not qualifying for shift differential pay. Therefore, it is estimated that there will be a savings of \$3,797 in shift differential pay.
 - Available funding from this restructuring will fund the Latent Print Examiner (LPE) position, starting Fiscal Year 2024-25. The LPE position is funded through the County of San Diego's RAN Board, which funds the LPE position up to \$159,808, having a funding gap of \$7,316 in FY2024-25.

This restructuring plan does not seek additional funding for implementation. Vacant positions will be converted to meet the financial needs of this plan and provide for far greater use of existing resources.

FISCAL IMPACT

Position Control Number	Position Title	FY 2024-25 Proposed Budget	Account Number
Funding Source			
PO12PO09	Field Evidence Technician	\$106,299	500516101
PO12PO05	Field Evidence Technician	\$106,299	500517101
PO12PO04	Senior Field Evidence Technician	\$134,593	500517101
PO12PO11	Senior Field Evidence Technician	\$134,593	500517101
PO12PO14	Senior Field Evidence Technician	\$134,593	500517101
	Remove Shift Differential Pay	\$3,797	500517101
	Total Available Funding	\$ 620,174	
Positions and Additional Estimated Costs of Restructure			
	Community Services Officer- Step B	\$78,800	500516101
	Community Services Officer- Step B	\$78,800	
	Community Services Officer- Step B	\$78,800	
	Consulting Assistant Step B	\$31,856	
	Forensic Supervisor - Step C	\$153,220	
	Forensic and Evidence Manager - Step D	\$175,124	
	To cover Latent Print Examiner Program	\$7,316	
	Forensic Specialist difference in salary	\$16,258	
	Total Cost of Restructure	\$ 620,174	
Net Fiscal Impact			
		\$ -	

The total annual full burden cost of the three Community Services Officers at Step B is \$236,400. The annual full burden cost of an hourly extra-help Consulting Assistant is \$31,856. A Forensic Supervisor's annual full burden cost at Step C is \$153,220. The annual full burden cost of a Forensic and Evidence Manager at Step D is \$175,154. The retitle of Sr Field Evidence Technician and Field Evidence Technician positions to Forensic Specialists, along with adopting a new salary schedule, will result in a cost increase of \$16,258. Finally, \$7,316 are available to cover the funding gap in the Latent Print Examiner program; this position is funded through the County of San Diego's RAN Board. The total cost of all positions and the additional cost of adding one Forensic Specialist to the stand-by rotation is \$620,174. Total available funds for this restructuring plan are \$620,174 therefore sufficient funds are available without additional burden to the General Fund.

COMMISSION OR COMMITTEE REPORT

This item will be discussed at the Police and Fire Commission's regularly scheduled meeting on May 16, 2024.

CITY ATTORNEY'S ANALYSIS

The City Attorney has reviewed the referenced documents and approved the form.

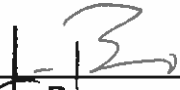
RECOMMENDATION

Staff recommends that the City Council approve the reclassification of existing Senior Field Evidence Technician and Field Evidence Technician positions to Forensic Specialists; approve the creation of the new positions of Forensic Supervisor and Forensic and Evidence Manager, the addition of three Community Services Officer positions, and one hourly extra help Consultant Assistant position within the Police Department; and, approve Job Descriptions and salary ranges for the proposed Job Classifications.

PREPARED BY:


John A McKean
Police Captain

SUBMITTED BY:


Jonathan Borrego
City Manager

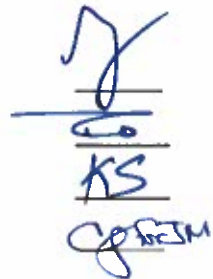
REVIEWED BY:

Michael Gossman, Assistant City Manager

Rob O'Brien, Deputy City Manager

Kedrick Sadler, Chief of Police

Jill Moya, Financial Services Director


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JRM

ATTACHMENTS:

Exhibit A – Forensic Manager Proposed Job Description

Exhibit B – Forensic Supervisor Proposed Job Description

Exhibit C – Forensic Specialist Proposed Job Description

EXHIBIT A

CITY OF OCEANSIDE

NEW: OCTOBER 2023
JOB CODE: MGR57
UNIT: UNREP/MGMT

FORENSIC AND EVIDENCE MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, plans, manages, directs, organizes, and coordinates the daily operations and activities of the evidence and property forensic unit, and other evidence related units as assigned for the Police Department. Performs a variety of specialized tasks and professional work relative to the assigned area, coordinates assigned activities with other divisions, outside agencies, and the general public, provides highly responsible and complex staff assistance to the Police Captains, Assistant Police Chief and Police Chief

CLASS CHARACTERISTICS

This is a single incumbent, non-sworn class who develops, supervises and participates in operational workflow studies of support services problems, recommends and may approve improvements and changes in departmental methods and procedures. The Forensic and Evidence Manager is distinguished from the Forensic Supervisor who is responsible for tactical, day-to-day responsibilities of a work unit and who supervises assigned staff.

This classification may be called upon to provide training and technical guidance to sworn or civilian departmental personnel and assist supervisors and managers in coordinating designated activities and programs.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Plans, schedules, organizes, and directs the work of forensic specialists, latent print examiners, property and evidence room personnel, and others who assist in evidence gathering and crime investigation, including coordinating the training of sworn personnel when necessary;

Designs, develops, and coordinates training programs related to crime scene investigation and evidence

Responsible for managing the inventory, custody, control, and disposition of property and evidence acquired by the department and the custody and control of the physical property as needed for analysis and examination;

Coordinate evidence gathering at major crime scene investigations, coordinates requests for services from various divisions,

Serves as the resource person and technical expert for the Forensic Specialists and property and evidence room, and performs related work as required.

CITY OF OCEANSIDE
Forensic and Evidence Manager (Continued)

Assigns, supervises and reviews the work of personnel involved in crime scene processing and property and evidence room;

Establish procedures and oversee the collection, security, analysis, and integrity of physical evidence;

When necessary, assists with crime scene investigations

Responds to callouts after hours, on weekends or on holidays as necessary;

Orders equipment, furnishings and necessary supplies as needed, makes recommendations regarding equipment needs, arranges maintenance, and oversees assets;

Offers technical information and assistance to other governmental and law enforcement agencies;

Participates in the selection and training of staff, evaluates performance, monitors workflow, counsels employees, and initiates disciplinary action as appropriate;

Develops procedures and techniques specific to the division and establishes and enforces safety programs as necessary;

Monitors and evaluates the efficiency of service delivery methods and procedures, as well as service and staffing levels;

Stays abreast of new trends and innovations in the field of forensic science;

Represents the Police Department at professional meetings and in the community as assigned;

Safeguards all property and evidence remanded to the custody of the Police Department;

Inspects evidence and crime scene facilities to ensure procedural compliance, safety, and maintenance

Testifies in court as needed and required;

Arranges for the destruction of weapons, narcotics, and other evidence as needed;

Arranges for the transfer of surplus property to auction;

Oversees the transfer of seized funds to the City of Oceanside Finance Department;

Proctors and oversees competency and proficiency testing for members of the Forensics Unit

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Crime scene investigation and physical evidence comparisons, including impression evidence, latent print identification, and the Automated Fingerprint Identification System (AFIS);
- Principles and practices of evidence collection, analysis and preservation,
- Safe handling of chemicals used for fingerprint and crime scene processing;
- Federal and State statutes and case law covering contraband, drugs, and the use of physical evidence in court, the rules of criminal procedures concerning time limits, discovery, and evidence;
- General law enforcement and police department procedures, operations, and policies,
- Principles and practices of supervision, training, and performance evaluation,
- Principles and practices of leadership, motivation, team building and personnel management,
- Recent developments, current literature, and sources of information related to forensic science,
- Modern office procedures and equipment including computer hardware and software.
- Laboratory information management systems

Ability to:

- Supervise, train, mentor, motivate and evaluate assigned staff,
- Plan and coordinate work assignments,
- Effectively coordinate activities with other Police Department sections, law enforcement agencies and the judiciary,
- Analyze problems, identify alternative solutions and implement recommendations;
- Develop and recommend policies and procedures related to assigned operations,
- Research and identify potential grant funding,
- Prepare and maintain accurate and complete records and reports,
- Maintain confidentiality and security of records and information,
- Communicate clearly and concisely, both orally and in writing,
- Establish and maintain effective working relationships with those contacted in the course of work
- Work with various cultural and ethnic groups tactfully and effectively.
- Make presentations to departments, agencies and the public.
- Provide training and technical guidance to sworn or civilian departmental personnel and assist supervisors and managers in coordinating designated activities and programs.

Experience and Training

Experience: Five years of increasingly responsible experience performing crime scene investigations, fingerprint identification work, evidence control including handling, receiving, and

storing of police property/evidence, inventory control, and materials management including three years of supervisory experience.

Training: A Bachelor's degree from an accredited college or university in criminalistics, criminal justice administration, chemical, biological sciences, or a closely related field. A Master's degree in a related field is highly desirable.

License/Certificate: Possession of, or ability to obtain and maintain, a valid Class C California Driver's License.

Certification from the International Association for Identification in one of the following forensic disciplines: Bloodstain Pattern Analysis, Crime Scene, Forensic Photography, or Latent Print is highly desirable.

As a condition of employment:

Must complete a Civilian Leadership Program/Course within 18 months of employment.

Special requirements: Must complete a medical examination, background investigation, polygraph examination, and psychological evaluation and be willing and ability to work rotating shifts, weekends, and holidays.

WORKING CONDITIONS

Working Conditions: Most of the employee's time is working indoors in an office setting; Incumbents may be required to work extended hours, including evenings and weekends, and may be required to travel outside City boundaries to attend meetings and training. Work is frequently disrupted by the need to respond to in-person and telephone inquiries. Exposure to crime victims and suspects is possible while assisting with forensic services. Exposure to hazardous items such as firearms, drugs, body fluids, blood-borne pathogens, chemicals, explosive devices is common while performing duties related to evidence collection and crime scene investigation.

Physical Condition: Continuously sit at a desk for long periods, intermittently twist to reach equipment surrounding the desk; perform simple grasping and fine manipulations, use telephone and write or use a keyboard to communicate through written means, and lift or carry weight of 10 pounds or less. Occasional exposure to hazardous items such as firearms, drugs, body fluids, and chemicals. When conducting fieldwork, walk, stand, bend, crouch, stoop, and sit for varying periods, use hands and fingers to grasp and use various types of equipment and tools used in forensics work, make repetitive hand and body motions, twist and reach below and above the shoulder. Fieldwork may include climbing stairs and ladders, bending, lifting, and crawling into small/confined spaces, and lifting weights up to 50 pounds.

EXHIBIT B

CITY OF OCEANSIDE

NEW: OCTOBER 2023
JOB CODE: POLICE37
UNIT: UNREP/SUPV

FORENSIC SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, performs, plans, coordinates and supervises field activities related to crime scene responsibilities including the collection, preservation and processing of evidence and fingerprints, and forensic photography work, performs a full range of complex and technical crime scene duties, develops field investigation training programs for sworn and non-sworn personnel, and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This class is characterized by its responsibility for the supervision of day to day operations and administration of the forensic unit, evidence collection, processing and storage and fingerprint processing and analysis. The Forensic Supervisor is distinguished from the Forensic and Evidence Manager by the latter's responsibility for directing and managing the work of the unit and staff.

This classification may be called upon to provide training and technical guidance to sworn or civilian departmental personnel and assist supervisors and managers in coordinating designated activities and programs.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Plans, organizes, supervises, and reviews the work of forensic staff engaged in field and laboratory activities and evidence preparation;

Develops field investigation training programs for sworn and non-sworn personnel;

Assumes control of crime scenes as the field supervisor, assisting in complex and sensitive investigations and evidence gathering as needed;

Assists Forensics Specialists on complex investigations, providing technical assistance and oversight;

Assigns, monitors, and reviews investigative caseloads; monitors work progress and review results for accuracy and completeness of the assignment;

Supervises and directs staff activities, including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution; Works with employees to motivate and correct deficiencies; recommends and implements appropriate corrective action for assigned employees;

CITY OF OCEANSIDE
Forensic Supervisor (Continued)

Oversees and participates in training employees in evidence collection and preservation methods and procedures;

Supervises the use, care, and operation of forensic equipment and chemicals and leads field operations;

Performs regular administration and technical reviews of all forensic reports;

Provides input and recommendations to policies and procedures for overall improvement to unit operations;

Assists in budget preparation by providing input regarding staffing, training, and equipment requirements for the Forensic Unit;

Establishes Standard Operating Procedures for the Forensic Unit

Manages the Forensic Specialist calendar to approve leave time and call out rotation assignments

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of forensics, bloodstain pattern analysis, fingerprint identification, forensic photography, and evidence recognition, collection, transportation and preservation of evidence.
- Safety precautions and regulatory requirements applicable to the use, storage and disposal of biohazards and chemicals.
- Commonly used fingerprint classification systems and latent print comparison and identification.
- Techniques principles, practices, and operation of crime scene photographic and laboratory equipment related to identification and investigative techniques.
- Crime scene diagramming.
- Rules and procedures of providing testimony in court; courtroom etiquette.
- Current technology and trends in the profession.
- Principles of supervision, training and performance evaluation.
- Principles and procedures of record keeping and reporting.
- Safe driving principles and practices.
- Applicable Federal, State, and local laws, codes, and regulations governing forensics, and rules of evidence.
- Modern office procedures and equipment including computer hardware and software.

Ability to:

- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Prepare and maintain accurate and complete records.
- Direct the work of lower level staff including selection, supervision, training, and evaluating assigned staff.
- Develop written work policies and procedures
- Operate and maintain a variety of forensic equipment.
- Perform evidence gathering of complex and sensitive cases.
- Interact and communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work,
- Supervise, train, mentor, motivate and evaluate assigned staff,
- Perform a variety of property and evidence collection, processing, documentation, and analysis functions.
- Make presentations to departments, agencies and the public.
- Provide training and technical guidance to sworn or civilian departmental personnel and assist supervisors and managers in coordinating designated activities and programs.
- Work nights, weekends, holidays, varying shifts and respond to call outs

Experience and Training

Experience: Four years of increasingly responsible experience in forensic operations or processing crime scenes and latent print analysis

Training: A Bachelor's degree from an accredited college or university in Forensic Science, Evidence Technology, Criminal Justice, Administration of Justice or related field.

License/Certificate: Possession of, or the ability to obtain and maintain, a current and valid California driver's license.

As a condition of continued employment:

- Must obtain the Basic Field Evidence Technician Certificate (POST certified) within one year of hired date.
- Must obtain the Advance Field Evidence Technician Certificate (POST certified) within two years of hired date.
- Must obtain Certification as a Crime Scene Investigator from the International Association of Identification within two years of hired date.

Special requirement: Must complete a medical examination, background investigation, polygraph examination, and psychological evaluation and be willing and able to work various shifts including evenings, weekends, holidays and rotating shifts and respond to call outs outside of designated work shift.

WORKING CONDITIONS

Working Conditions: Most of the employee's time is working indoors in an office setting; Incumbents may be required to work extended hours, including evenings and weekends, and may be required to travel outside City boundaries to attend meetings and training. Work is frequently disrupted by the need to respond to in-person and telephone inquiries. Exposure to crime victims and suspects is possible while assisting with forensic services. Exposure to hazardous items such as firearms, drugs, body fluids, blood-borne pathogens, chemicals, explosive devices is common while performing duties related to evidence collection.

Physical Condition: Continuously sit at a desk for long periods, intermittently twist to reach equipment surrounding the desk; perform simple grasping and fine manipulations, use telephone and write or use a keyboard to communicate through written means, and lift or carry weight of 10 pounds or less. Occasional exposure to hazardous items such as firearms, drugs, body fluids, and chemicals. When conducting fieldwork, walk, stand, bend, crouch, stoop, and sit for varying periods, use hands and fingers to grasp and use various types of equipment and tools used in forensics work, make repetitive hand and body motions, twist and reach below and above the shoulder. Fieldwork may include climbing stairs and ladders, bending, lifting, and crawling into small/confined spaces, and lifting weights up to 50 pounds.

EXHIBIT C

CITY OF OCEANSIDE

NEW: OCTOBER 2023
JOB CODE: POLICE36
UNIT: OPOA (NON-SWORN)

FORENSIC SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, performs technical work dealing with the identification, collection, transport, and preservation of physical evidence; documents crime scenes through observation, photography, video recording, diagrams and reports; and to perform related work.

DISTINGUISHING CHARACTERISTICS

This class is a technical class allocated only to the Oceanside Police Department. This position is characterized by an exceptionally high degree of responsibility for accuracy and accountability in processing information. Employees at this level are expected to be fully versed in all policies and procedures relevant to the class. This class is distinguished from the Forensic Supervisor by the latter's responsibility for day-to-day operations and administration of the Forensic Unit.

This classification may be called upon to provide training and technical guidance to sworn or civilian departmental personnel and assist supervisors and managers in coordinating designated activities and programs.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Conduct examinations and crime scene investigations Identify, examine, collect, document, and preserve physical and trace evidence at crime scenes;

Record and document crime scenes, which includes diagrams, sketches, photographs, and video;

Attend autopsies to collect photographic and physical evidence;

Photograph and process victims, suspects, and witnesses for evidence in the field or inside a facility such as at the police station, hospital, or jail/prison;

Examine items of evidence in the field and in the laboratory for latent fingerprints, trace evidence, blood, and other impression evidence using a variety of mediums;

Perform basic examination of blood, hair, fiber, firearms, narcotics, and other types of physical Evidence;
Properly label and package evidence;

Prepare detailed evidence collection, crime scene, and laboratory reports;

Obtain major case prints from criminal suspects, victims, and witnesses;

Prepare, enter, and compare latent fingerprints in the automated California Identification System, Automated Fingerprint Identification Systems, and related systems;

Research and evaluate new technical developments in latent print development, crime scene processing, handling, and analysis;

Responsible for managing the submission of data to the Integrated Ballistic information System prepares photographs, charts, and other materials for demonstration of evidence in court;

Testify in court and at other designated proceedings;

Responsible for training new Forensic Specialists in all facets of the assignment;

Responsible for training other department employees in proper evidence processing, collection, and documentation;

Conduct public presentations;

Provide courteous, high quality service to members of the department and public in the course of duties;

Respond to call outs after hours, on weekends, and on holidays

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods and techniques used in the identification, collection, preservation, and transportation of evidence
- Commonly used fingerprint classification systems and latent print comparison and identification techniques
- Principles, practices, and operation of crime scene photographic and laboratory equipment related to identification and investigative techniques
- Crime scene diagramming
- Rules and procedures of providing testimony in court; courtroom etiquette
- Current technology and trends in the profession
- Evidence collection and rules of evidence
- Local, State, and Federal laws/policies regarding the collection, preservation, and transportation of evidence
- Investigation policies and procedures used by law enforcement

Ability to:

- Perform a variety of property and evidence collection, processing, documentation, and analysis functions
- Work with investigators at complex crime scenes in the collection of evidence
- Maintain the integrity of the evidence and chain of custody in accordance with established guidelines
- Operate and maintain various fingerprint identification and other technical and scientific instruments, equipment, and supplies
- Lift, read, classify, and identify latent fingerprints
- Operate various types of photographic equipment and take clear and accurate photographs by employing a variety of photographic techniques
- Prepare accurate written reports; maintain accurate and legible logs and records
- Communicate clearly and concisely, both orally and in writing
- Determine the appropriate analytical tests needed for the evaluation of evidence
- Work independently
- Establish and maintain effective working relationships with those contacted in the course of work
- Operate computers for preparation of sketches, reports and evidence/photo logs and data entry of fingerprint and/or firearms evidence
- Make presentations to departments, agencies and the public.
- Provide training and technical guidance to sworn or civilian departmental personnel and assist supervisors and managers in coordinating designated activities and programs.

Experience and Training

Experience: Six months of increasingly responsible experience in forensic operations or processing crime scenes.

Training: Associate's degree from an accredited college or university in evidence technology, biology, chemistry or a related field or a minimum of 60 college semester units from an accredited college or university in evidence technology, biology, chemistry or a related field.

License/Certificate: Possession of, or the ability to obtain and maintain, a current and valid California driver's license.

As a condition of continued employment:

- Must obtain the Basic Field Evidence Technician Certificate (POST certified) within one year of hired date.
- Must obtain the Advance Field Evidence Technician Certificate (POST certified) within two years of hired date.
- Must obtain Certification as a Crime Scene Investigator from the International Association of Identification within three years of hired date.

Special requirement: Must complete a medical examination, background investigation, polygraph examination, and psychological evaluation and be willing and able to work various shifts including evenings, weekends, holidays and rotating shifts and respond to call outs outside of designated work shift.

WORKING CONDITIONS

Working Conditions: Most of the employee's time is working indoors in an office setting; Incumbents may be required to work extended hours, including evenings and weekends, and may be required to travel outside City boundaries to attend meetings and training. Work is frequently disrupted by the need to respond to in-person and telephone inquiries. Exposure to crime victims and suspects is possible while assisting with forensic services. Exposure to hazardous items such as firearms, drugs, body fluids, blood-borne pathogens, chemicals, explosive devices is common while performing duties related to evidence collection and crime scene investigation.

Physical Condition: Continuously sit at a desk for long periods, intermittently twist to reach equipment surrounding the desk; perform simple grasping and fine manipulations, use telephone and write or use a keyboard to communicate through written means, and lift or carry weight of 10 pounds or less. Occasional exposure to hazardous items such as firearms, drugs, body fluids, and chemicals. When conducting fieldwork, walk, stand, bend, crouch, stoop, and sit for varying periods, use hands and fingers to grasp and use various types of equipment and tools used in forensics work, make repetitive hand and body motions, twist and reach below and above the shoulder. Fieldwork may include climbing stairs and ladders, bending, lifting, and crawling into small/confined spaces, and lifting weights up to 50 pounds.