

Honorable Mayor and Members
of the City Council
City Hall
Torrance, CA

Subject: Human Resources - Approval of the New Class Specification for
Senior Forensic Identification Specialist

RECOMMENDATION

Recommendation of the Human Resources Director and the Civil Service Commission that your Honorable Body approve the proposed class specification for Senior Forensic Identification Specialist.

FUNDING

Not Applicable.

BACKGROUND

An Identification Analyst in the Police Department retired in December 2007 and the position is currently vacant. The Police Department received approval to reallocate the vacant position from an Identification Analyst to a Senior Forensic Identification Specialist. The Senior Forensic Identification Specialist will have an expanded scope of duties which allow for the examination of fingerprints and the ability to process crime scenes for evidence.

The Civil Service Commission at their meeting of May 12, 2008 unanimously approved the proposed revised class specification which has been prepared and is submitted to your Honorable Body for your review and approval.

ANALYSIS

The primary duties of the classification are to compare fingerprints in the automated CAL-ID system, prepare reports, and testify in court. A Senior Forensic Identification Specialist is capable of completing the examination and comparison of latent fingerprint evidence and entering that information into the Automated Fingerprint Identification System (AFIS). In addition, the Senior Forensic Identification Specialist collects and preserves physical, biological and trace evidence at a crime scene.

The Qualification Guidelines section includes knowledge and ability statements required at entry and those required to successfully perform the duties as an incumbent gains experience in the position.

To qualify for the position, a typical combination of Education and Experience that provides the knowledge and skills required is illustrated, such as:

Graduation from an accredited college with a Bachelor's degree in criminalistics, police science, or a related field; and three years paid experience as a Forensic Identification Specialist or the equivalent at an accredited forensic laboratory, or law enforcement agency, participating in site investigations and laboratory analysis. Experience may be substituted for the required education on a year-for-year basis to a maximum of four years experience.

Respectfully submitted,
CIVIL SERVICE COMMISSION
Marla Schwarts, Chair



Laura Lohmes
Civil Service Manager

CONCUR:

ELAINE M. WINER
Human Resources Director



Elaine M. Winer
Human Resources Director

By 

Melody P. Lawrence
Human Resources Manager

NOTED:



LeRoy J. Jackson
City Manager

Attachments:

- A. Proposed Class Specification for Senior Forensic Identification Specialist
- B. Civil Service Commission Meeting May 12, 2008 Item

ATTACHMENT A

City of Torrance
Code: 7308
Class Designation: Civil Service

October 2008

SENIOR FORENSIC IDENTIFICATION SPECIALIST

Definition

Under direction, performs field and laboratory analysis for processing and comparing fingerprints, and processing complex crime scenes; and performs related work as required.

Distinguishing Characteristics

Distinguished from the Identification Analyst in that the incumbent is responsible for performing field and laboratory analysis for processing and comparing fingerprints and crime scenes. Incumbents perform a full range of complex tasks and work under direction within a framework of established procedures. Work is judged primarily on overall results with great latitude in determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations.

Supervision Exercised/Received

Receives direction from a Police Sergeant or Lieutenant.

Examples of Essential Duties

The following duties represent the principal job duties; however, they are not all-inclusive.

- Processes the most complex crime scenes requiring specialized techniques in recognizing, searching, collecting, and preserving all types of friction skin evidence, including partial distorted latent prints, and physical evidence.
- Develops, collects, and preserves latent fingerprints by dusting, and applying various chemical processes and utilizing alternative light source technology.
- Prepares, enters, and compares latent fingerprints in the automated CAL-ID system.
- Conducts crime scene investigations to recognize, search for, collect, photograph and preserve latent prints and physical evidence such as hairs, fibers, plant material, and biological fluids.
- Makes impressions of shoe prints, tire tracks, and other objects at crime scenes.
- Takes aerial photographs and videotapes of crime scenes.
- Provides technically competent, expert testimony on comparisons of partial and distorted friction skin evidence and processing of crime scenes.
- Updates procedural manuals and participates in developing briefing and training videos.
- Prepares court exhibits and testifies in court regarding findings.
- Performs detailed comparisons of partial and distorted friction skin evidence to known friction skin exemplars.

Examples of Other Duties

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Participates in training of staff and outside agency personnel.
- Participates in case related research projects and evaluates new procedures.
- Attends division and department meetings as required.
- Serves on various committees as appropriate.
- Performs related duties as required.

Minimum Qualification Guidelines

Knowledge of:

- Current specialized techniques in processing and documentation of crime scenes.
- Recognition, search techniques, collection, and documentation of latent prints from physical evidence.
- Automated systems and chemical methods used to identify and compare latent fingerprints to partial and distorted friction skin evidence as well as known friction skin exemplars.
- Entering and comparing latent fingerprints in the automated CAL-ID system.
- Aerial photography and videotaping of crime scenes.
- City ordinances and administrative rules and regulations affecting departmental operations.
- General City operations.

Ability to:

- Interpret and apply Federal, State and local laws, rules and regulations.
- Work any shift including evenings, nights, weekends, and holidays.
- Work with minimum supervision.
- Work in a team environment and provide specialized knowledge and advice to investigators.
- Train incumbents and outside agency personnel.
- Testify as an expert in court.
- Research case projects and evaluate new forensic techniques and procedures.
- Communicate effectively with a wide variety of individuals.
- Make effective oral presentations and conduct training sessions.
- Establish and maintain effective working relationships with City staff, other agencies, elected officials, community representatives, public and volunteers.
- Plan, organize and ensure the completion of work assignments in a timely manner.
- Learn City policies and procedures affecting departmental operations, generally City operations and utilize new skills and information to improve job performance and efficiency.

Education and Experience

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way of obtaining the necessary knowledge and abilities is:

Graduation from an accredited college with a Bachelor's degree in criminalistics, police science, or a related field and; three years paid experience as a Forensic Identification Specialist or the equivalent at an accredited forensic laboratory, or law enforcement agency, participating in site investigations and laboratory analysis. Experience may be substituted for the required education on a year-for-year basis to a maximum of four years experience.

Licenses and Certification

Must possess a valid State of California driver's license of the appropriate class.

Special Requirements:

Performance of the essential duties of this position includes the following physical demands and/or working conditions.

Work is performed in an office, laboratory, and in outside weather conditions, with exposure to hazardous conditions. In the event of an emergency, may on occasion be exposed to blood and other body fluids and adverse conditions for an extended period of time. May be required to travel to a variety of off-site locations and available to respond during off duty hours.

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ATTACHMENT B

May 12, 2008
Commission Meeting

Honorable Chair and Members
of the Civil Service Commission
City Hall
Torrance, CA

Subject: Approval of the New Class Specification for Senior Forensic Identification Specialist

RECOMMENDATION

The Human Resources Director recommends that your Honorable Body approve the proposed class specification for Senior Forensic Identification Specialist and forward it to the City Council for adoption.

BACKGROUND

An Identification Analyst in the Police Department retired in December 2007 and the position is currently vacant. The Police Department has received approval to reallocate the anticipated vacant position from an Identification Analyst to a Senior Forensic Identification Specialist. The Senior Forensic Identification Specialist will have an expanded scope of duties which allow for the examination of fingerprints and the ability to process crime scenes for evidence.

The proposed class specification for Senior Forensic Identification Specialist is submitted for your review and approval.

ANALYSIS

The primary duties of the classification are to compare fingerprints in the automated CAL-ID system, prepare reports, and testify in court. A Senior Forensic Identification Specialist is capable of completing the examination and comparison of latent fingerprint evidence and entering that information into the Automated Fingerprint Identification System (AFIS). In addition, the Senior Forensic Identification Specialist collects and preserves physical, biological and trace evidence at a crime scene.

Primary Examples of Duties include:

- Processes the most complex crime scenes requiring specialized techniques in recognizing, searching, collecting, and preserving all types of friction skin evidence, including partial distorted latent prints, and physical evidence.
- Develops, collects, and preserves latent fingerprints by dusting, and applying various chemical processes and utilizing alternative light source technology.
- Conducts crime scene investigations to recognize, search for, collect, photograph and preserve latent prints and physical evidence such as hairs, fibers, plant material, and biological fluids.
- Makes impressions of shoe prints, tire tracks, and other objects at crime scenes.

The Qualification Guidelines section includes knowledge and ability statements required at entry and those required to successfully perform the duties as an incumbent gains experience in the position. Knowledge and abilities statements listed below reflect the requirements of the classification such as:

Knowledge of:

- Latest specialized techniques in processing and documentation of crime scenes.
- Recognition, search techniques, collection, and documentation of latent prints from physical evidence.
- Automated systems and chemical methods used to identify and compare latent fingerprints to partial and distorted friction skin evidence as well as known friction skin exemplars.
- Entering and comparing latent fingerprints in the automated CAL-ID system.
- Aerial photography and videotaping of crime scenes.

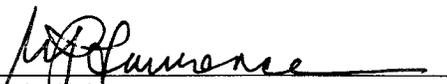
Ability to:

- Interpret and apply Federal, State and local laws, rules and regulations.
- Work in a team environment and provide specialized knowledge and advice to investigators.
- Train incumbents and outside agency personnel.
- Testify as an expert in court.
- Research case projects and evaluate new forensic techniques and procedures.

To qualify for the position, a typical combination of Education and Experience that provides the knowledge and skills required is illustrated, such as:

Graduation from an accredited college with a Bachelor's degree in criminology, police science, or a related field; and three years paid experience as a Forensic Identification Specialist or the equivalent at an accredited forensic laboratory, or law enforcement agency, participating in site investigations and laboratory analysis. Experience may be substituted for the required education on a year-for-year basis to a maximum of four years experience.

Respectfully submitted,

By 
 Melody Lawrence
 Human Resources Manager

CONCUR:


 Elaine M. Winer
 Human Resources Director


 Laura Lohnes
 Acting Civil Service Manager

Attachments:

- 1) Proposed Class Specification for Forensic Identification Specialist

SENIOR FORENSIC IDENTIFICATION SPECIALIST

Definition

Under direction, performs field and laboratory analysis for processing and comparing fingerprints, and processing complex crime scenes; and performs related work as required.

Distinguishing Characteristics

Distinguished from the Identification Analyst in that the incumbent is responsible for performing field and laboratory analysis for processing and comparing fingerprints and crime scenes. Incumbents perform a full range of complex tasks and work under direction within a framework of established procedures. Work is judged primarily on overall results with great latitude in determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations.

Supervision Exercised/Received

Receives direction from a Police Sergeant or Lieutenant.

Examples of Essential Duties

The following duties represent the principal job duties; however, they are not all-inclusive.

- Processes the most complex crime scenes requiring specialized techniques in recognizing, searching, collecting, and preserving all types of friction skin evidence, including partial distorted latent prints, and physical evidence.
- Develops, collects, and preserves latent fingerprints by dusting, and applying various chemical processes and utilizing alternative light source technology.
- Prepares, enters, and compares latent fingerprints in the automated CAL-ID system.
- Conducts crime scene investigations to recognize, search for, collect, photograph and preserve latent prints and physical evidence such as hairs, fibers, plant material, and biological fluids.
- Makes impressions of shoe prints, tire tracks, and other objects at crime scenes.
- Takes aerial photographs and videotapes of crime scenes.
- Provides technically competent, expert testimony on comparisons of partial and distorted friction skin evidence and processing of crime scenes.
- Updates procedural manuals and participates in developing briefing and training videos.
- Prepares court exhibits and testifies in court regarding findings.
- Performs detailed comparisons of partial and distorted friction skin evidence to known friction skin exemplars.

Examples of Other Duties

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Participates in training of staff and outside agency personnel.
- Participates in case related research projects and evaluates new procedures.
- Attends division and department meetings as required.
- Serves on various committees as appropriate.
- Performs related duties as required.

Minimum Qualification Guidelines

Knowledge of:

- Current specialized techniques in processing and documentation of crime scenes.
- Recognition, search techniques, collection, and documentation of latent prints from physical evidence.
- Automated systems and chemical methods used to identify and compare latent fingerprints to partial and distorted friction skin evidence as well as known friction skin exemplars.
- Entering and comparing latent fingerprints in the automated CAL-ID system.
- Aerial photography and videotaping of crime scenes.
- City ordinances and administrative rules and regulations affecting departmental operations.
- General City operations.

Ability to:

- Interpret and apply Federal, State and local laws, rules and regulations.
- Work any shift including evenings, nights, weekends, and holidays.
- Work with minimum supervision.
- Work in a team environment and provide specialized knowledge and advice to investigators.
- Train incumbents and outside agency personnel.
- Testify as an expert in court.
- Research case projects and evaluate new forensic techniques and procedures.
- Communicate effectively with a wide variety of individuals.
- Make effective oral presentations and conduct training sessions.
- Establish and maintain effective working relationships with City staff, other agencies, elected officials, community representatives, public and volunteers.
- Plan, organize and ensure the completion of work assignments in a timely manner.
- Learn City policies and procedures affecting departmental operations, generally City operations and utilize new skills and information to improve job performance and efficiency.

Education and Experience

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way of obtaining the necessary knowledge and abilities is:

Graduation from an accredited college with a Bachelor's degree in criminalistics, police science, or a related field and; three years paid experience as a Forensic Identification Specialist or the equivalent at an accredited forensic laboratory, or law enforcement agency, participating in site investigations and laboratory analysis. Experience may be substituted for the required education on a year-for-year basis to a maximum of four years experience.

Licenses and Certification

Must possess a valid State of California driver's license of the appropriate class.

Special Requirements:

Performance of the essential duties of this position includes the following physical demands and/or working conditions.

Work is performed in an office, laboratory, and in outside weather conditions, with exposure to hazardous conditions. In the event of an emergency, may on occasion be exposed to blood and other body fluids and adverse conditions for an extended period of time. May be required to travel to a variety of off-site locations and available to respond during off duty hours.

Honorable Chairperson and Members
of the Employee Relations Committee
City Hall
Torrance, California

Honorable Members:

Subject: Unit Determination for the New Classification of Senior Forensic identification Specialist

The City Manager proposes that your Honorable Body approve the attached Resolution assigning the Senior Forensic Identification Specialist to the Professional and Supervisory Unit.

BACKGROUND

An Identification Analyst in the Police Department retired in December 2007 and the position is currently vacant. The Police Department has received approval to reallocate the vacant position from an Identification Analyst to a Senior Forensic Identification Specialist. The Senior Forensic Identification Specialist will have an expanded scope of duties which allows for the examination of fingerprints and the ability to process crime scenes for evidence.

The proposed class specification for Senior Forensic Identification Specialist was submitted to the Civil Service Commission for approval and is being submitted for recommendation for unit determination.

ANALYSIS

The determination of the appropriate unit is based on Torrance Municipal Code Section 14.8.11 (f) (2) which states that "the principal criterion shall be whether there is a community of interest among the employees" (Attachment II). An analysis of factors relative to determining unit assignment indicates that the appropriate representation unit for the Senior Forensic Identification Specialist is the Professional and Supervisory Unit.

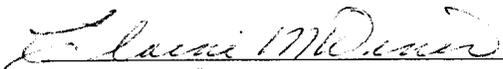
- Fullest Freedom in the Exercise of Rights
The Senior Forensic Identification Specialist will be grouped with like classifications and will be responsible for performing duties that are similar in nature and level and therefore share a common interest. They will share common interests within the Professional and Supervisory Unit, which will assure the Senior Forensic Identification Specialist the most latitude in exercising rights under the Employee Relations Section of the Torrance Municipal Code.
- History of Employee Relations in the Unit
The Professional and Supervisory Unit has traditionally represented classifications that similar in nature and level and is therefore appropriate that the Senior Forensic Identification Specialist be designated to this unit.

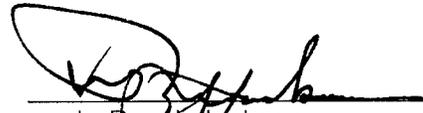
- Effect on the Efficient Operation to the City
Designating the Senior Forensic Identification Specialist to the Professional and Supervisory Unit will have a beneficial effect on efficient operations of the City and sound employer-employee relations in that the Senior Forensic Identification Specialist will be grouped with other City classifications performing similar tasks and would share similar work interests and concerns.
- Common Skills, Working Conditions, Job Duties, and Educational Requirements
The Senior Forensic Identification Specialist will work in a setting similar to other classifications in the Professional and Supervisory Unit such as the Identification Analyst.
- Job Duties
The incumbent in the position will perform duties similar to other classifications in the representation unit, such as:
 - prepares exhibits and testifies in criminal or civil court regarding fingerprint identification findings;
 - examines latent prints for usability and files by type of crime and area of occurrence.
- Effect on the Existing Classification Structure of Dividing a Single Classification Among Two or More Units.
This does not apply as this classification is proposed to be in a single unit.

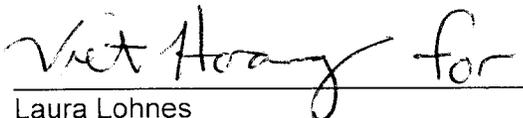
Respectfully submitted,
HUMAN RESOURCES DEPARTMENT

By 
Melody P. Lawrence
Human Resources Manager

CONCUR:


Elaine M. Winer
Human Resources Director


LeRoy J. Jackson
City Manager


Laura Lohnes
Acting Civil Service Manager

Attachments:

- I. Class Specification
- II. Torrance Municipal Code Section 14.8.11 (f) (2)
- III. Professional and Supervisory Unit Classifications
- IV. Resolution

SENIOR FORENSIC IDENTIFICATION SPECIALIST

Definition

Under direction, performs field and laboratory analysis for processing and comparing fingerprints, and processing complex crime scenes; and performs related work as required.

Distinguishing Characteristics

Distinguished from the Identification Analyst in that the incumbent is responsible for performing field and laboratory analysis for processing and comparing fingerprints and crime scenes. Incumbents perform a full range of complex tasks and work under direction within a framework of established procedures. Work is judged primarily on overall results with great latitude in determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations.

Supervision Exercised/Received

Receives direction from a Police Sergeant or Lieutenant.

Examples of Essential Duties

The following duties represent the principal job duties; however, they are not all-inclusive.

- Processes the most complex crime scenes requiring specialized techniques in recognizing, searching, collecting, and preserving all types of friction skin evidence, including partial distorted latent prints, and physical evidence.
- Develops, collects, and preserves latent fingerprints by dusting, and applying various chemical processes and utilizing alternative light source technology.
- Prepares, enters, and compares latent fingerprints in the automated CAL-ID system.
- Conducts crime scene investigations to recognize, search for, collect, photograph and preserve latent prints and physical evidence such as hairs, fibers, plant material, and biological fluids.
- Makes impressions of shoe prints, tire tracks, and other objects at crime scenes.
- Takes aerial photographs and videotapes of crime scenes.
- Provides technically competent, expert testimony on comparisons of partial and distorted friction skin evidence and processing of crime scenes.
- Updates procedural manuals and participates in developing briefing and training videos.
- Prepares court exhibits and testifies in court regarding findings.
- Performs detailed comparisons of partial and distorted friction skin evidence to known friction skin exemplars.

Examples of Other Duties

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Participates in training of staff and outside agency personnel.
 - Participates in case related research projects and evaluates new procedures.
 - Attends division and department meetings as required.
 - Serves on various committees as appropriate.
 - Performs related duties as required.
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Minimum Qualification Guidelines

Knowledge of:

- Current specialized techniques in processing and documentation of crime scenes.
- Recognition, search techniques, collection, and documentation of latent prints from physical evidence.
- Automated systems and chemical methods used to identify and compare latent fingerprints to partial and distorted friction skin evidence as well as known friction skin exemplars.
- Entering and comparing latent fingerprints in the automated CAL-ID system.
- Aerial photography and videotaping of crime scenes.
- City ordinances and administrative rules and regulations affecting departmental operations.
- General City operations.

Ability to:

- Interpret and apply Federal, State and local laws, rules and regulations.
- Work any shift including evenings, nights, weekends, and holidays.
- Work with minimum supervision.
- Work in a team environment and provide specialized knowledge and advice to investigators.
- Train incumbents and outside agency personnel.
- Testify as an expert in court.
- Research case projects and evaluate new forensic techniques and procedures.
- Communicate effectively with a wide variety of individuals.
- Make effective oral presentations and conduct training sessions.
- Establish and maintain effective working relationships with City staff, other agencies, elected officials, community representatives, public and volunteers.
- Plan, organize and ensure the completion of work assignments in a timely manner.
- Learn City policies and procedures affecting departmental operations, generally City operations and utilize new skills and information to improve job performance and efficiency.

Education and Experience

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way of obtaining the necessary knowledge and abilities is:

Graduation from an accredited college with a Bachelor's degree in criminalistics, police science, or a related field and; three years paid experience as a Forensic Identification Specialist or the equivalent at an accredited forensic laboratory, or law enforcement agency, participating in site investigations and laboratory analysis. Experience may be substituted for the required education on a year-for-year basis to a maximum of four years experience.

Licenses and Certification

Must possess a valid State of California driver's license of the appropriate class.

Special Requirements:

Performance of the essential duties of this position includes the following physical demands and/or working conditions.

Work is performed in an office, laboratory, and in outside weather conditions, with exposure to hazardous conditions. In the event of an emergency, may on occasion be exposed to blood and other body fluids and adverse conditions for an extended period of time. May be required to travel to a variety of off-site locations and available to respond during off duty hours.

ATTACHMENT II

TORRANCE MUNICIPAL CODE**SECTION 14.8.11. f) 2) ESTABLISHMENT OF REPRESENTATION UNITS.**

- 2) In the determination of appropriate representation units the principal criterion shall be whether there is a community of interest among the employees. The following factors, among others, are to be considered in making such determination:
- i) which unit will assure employees the fullest freedom in the exercise of rights set forth under this Code;
 - ii) the history of employee relations, in the unit, among other employees of the City, and in similar public employment;
 - iii) the effect of the unit on the efficient operation of the City and sound employer-employee relations;
 - iv) the extent to which employees have common skills, working conditions, job duties or similar educational requirements;
 - v) the effect on the existing classification structure of dividing a single classification among two (2) or more units; provided, however that no unit shall be established solely on the basis of the extent to which employees in the proposed unit have organized.

ATTACHMENT III

Positions Represented by the Professional and Supervisory Unit

Accountant, Senior
Administrative Analyst
Air Condition/Heating Supervisor
Airport Operations Supervisor
Animal Control Supervisor
Building Inspection Supervisor
Building Maintenance Supervisor
Buyer
Cable TV Producer Writer
Central Services Coordinator
Central Services Supervisor
Communications Supervisor/Wireless
Communications Supervisor/Telecomm
Emergency Services Coordinator
Facilities Service Supervisor
Fleet Services Supervisor
Identification Analyst
Information Technology Analyst
Juvenile Diversion Case Worker
Juvenile Diversion Coordinator
Librarian, Senior
Park Maintenance Supervisor
Police Records Administrator
Police Records Supervisor
Producer Writer, Assistant
Public Works Supervisor
Records Management Coordinator
Systems Analyst
Traffic & Lighting Supervisor
Transit Supervisor
Warehouse Supervisor
Waste Management Coordinator
Water Services Supervisor
Water Services Supervisor, Sr.

ATTACHMENT IV

RESOLUTION NO. _____

A RESOLUTION OF THE EMPLOYEE RELATIONS COMMITTEE OF
THE CITY OF TORRANCE APPROVING THE ASSIGNMENT OF THE
CLASSIFICATION OF SENIOR FORENSIC IDENTIFICATION SPECIALIST TO THE
PROFESSIONAL AND SUPERVISORY UNIT

WHEREAS, the Employee Relations Committee is responsible for the assignment of all job classifications to an appropriate employee representation unit; and

WHEREAS, the Human Resources Department has created a new Civil Service job classification of Senior Forensic Identification Specialist; and

WHEREAS, the City Manager has recommended the classification of Senior Forensic Identification Specialist be assigned to the Professional and Supervisory Unit; and

WHEREAS, the Senior Forensic Identification Specialist shares a number of common duties and working conditions with current members of the Professional and Supervisory Unit; and

WHEREAS, membership in the Professional and Supervisory Unit will afford the Senior Forensic Identification Specialist the fullest freedom in exercise of the employee relations rights granted by the Torrance Municipal Code;

NOW, THEREFORE, BE IT RESOLVED, that the Employee Relations Committee of the City of Torrance hereby assigns the new classification of Senior Forensic Identification Specialist to the Professional and Supervisory Unit.

INTRODUCED, APPROVED AND ADOPTED this _____ day of May 2008.

Chair, Employee Relations Committee

ATTEST:

Laura Lohnes
Acting Civil Service Manager

APPROVED AS TO FORM:

JOHN L. FELLOWS
CITY ATTORNEY

By _____