

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

Subject: HR - Approval of the Revised Class Specification for
Senior Forensic Identification Specialist

RECOMMENDATION

Recommendation of the Human Resources Director and the Civil Service Commission that City Council approve the revised class specification for Senior Forensic Identification Specialist

Expenditure: None

BACKGROUND

The Senior Forensic Identification Specialist classification was created in May 2008, at that time it was designed as a single incumbent position that would replace an Identification Analyst in the Police Department. As part of the budget adopted by the City Council for FY 2009-2010, a Forensics Unit to be staffed by non-sworn technical experts was created. The Forensics Unit will be comprised of Forensic Identification Specialists, Senior Forensic Identification Specialists and a Forensic Supervisor.

The Senior Forensic Identification Specialist classification requires updating in order to be consistent with structure that will exist in the Police Department. The entry level Forensic Identification Specialist is also before your Honorable Body for approval and a Forensic Supervisor class specification will be brought forward upon completion of the class specification.

At their meeting of October 12, 2009, the Civil Service Commission approved the revised and class specification for Senior Forensic identification Specialist (Attachment A). This recommendation is submitted to your Honorable Body for your review and approval.

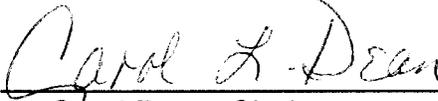
ANALYSIS

The study revealed that the class specification required updating in order to be consistent with structure that will exist in the Police Department. Revisions to the class specification are as follows:

The Examples of Duties Section was updated to changes to reflect the scope of duties, reporting relationships and structure in the Police Department.

The Qualification Guidelines section has also been revised to reflect the required Knowledge and Ability statements required to perform the full range of duties.

Respectfully submitted,
CIVIL SERVICE COMMISSION



Carol Dean, Chair

ELAINE M. WINER
Human Resources Director

By 

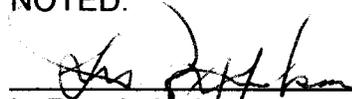
Melody P. Lawrence
Human Resources Manager

CONCUR:



Elaine M. Winer
Human Resources Director

NOTED:



LeRoy J. Jackson
City Manager

Attachments:

- A. Civil Service Commission Meeting Item October 12, 2009
- B. Revised Class Specification Senior Forensic Identification Specialist

October 12, 2009
Commission Meeting

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

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

RECOMMENDATION

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

BACKGROUND

The Senior Forensic Identification Specialist classification was created in May 2008, at that time it was designed as a single incumbent position that would replace an Identification Analyst in the Police Department. As part of the budget adopted by the City Council for FY 2009-2010, a Forensics Unit to be staffed by non-sworn technical experts was created. The Forensics Unit will be comprised of Forensic Identification Specialists, Senior Forensic Identification Specialists and a Forensic Supervisor.

The Senior Forensic Identification Specialist classification requires updating in order to be consistent with structure that will exist in the Police Department. The entry level Forensic Identification Specialist is also before your Honorable Body for approval and a Forensic Supervisor class specification will be brought forward upon completion of the class specification.

The proposed class specification is submitted for your review and approval. The City has met and conferred with the Torrance Professional and Supervisory Association (TPSA) who concurs in the recommendation before your Honorable Body.

ANALYSIS

The study revealed that the class specification required changes to reflect the scope of duties, reporting relationships and structure in the Police Department. Revisions to the class specification include the following:

Examples of Duties include:

- Prepares, enters, and compares latent fingerprints in the automated system currently in use by the Police Department.
- Provides technically competent, expert testimony on comparisons of partial and distorted friction skin evidence and processing of crime scenes.
- Guides and instructs less experienced personnel in the various assigned duties of the position.
- Collects, photographs, preserves, identifies palm prints and other types of body prints and performs basic presumptive tests for biological fluids.
- Makes assignments, sets priorities, trains and reviews the work of subordinate staff.

The Qualification Guidelines section has also been revised to reflect the required Knowledge and Ability statements required to perform the full range of duties. Revised Knowledge and Abilities statements include the following:

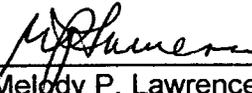
Knowledge of:

- Federal, State and local laws regulating the collection and preservation of evidence.
- Crime scene and laboratory unit including recognition, collection, preservation and interpretation of all types of evidence.
- Processes used to classify latent prints and methods used for automated search and retrieval.
- Type and content of testimony which constitutes being an expert witness.
- Specialized techniques in processing and documentation of crime scenes.
- 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.
- Modern photographic equipment and photography techniques.
- Methods of preserving evidence at crime scenes
- Methods used to make cast impressions of tire tracks, shoeprints, and other physical evidence.

Ability to:

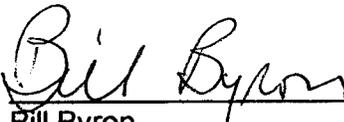
- Independently and accurately conduct crime scene investigations.
- Recognize, search for, collect and preserve all types of evidence.
- Effectively use such photographic techniques as macro, micro, infrared, ultraviolet and alternate light source (laser) to record or visualize physical or trace evidence.
- Collect, photograph, preserve, classify and identify fingerprints, palm prints and other types of body prints.
- Use the automated system currently in use by the Police Department to process and interpret latent prints.
- Collect, photograph, preserve, identify and perform basic analysis of bloodstains and other types of physical evidence.
- Effectively testify in court as an expert witness regarding crime scene evidence.
- Effectively give instruction and guidance to less qualified forensic personnel in the field.

Respectfully submitted,

By 
 Melody P. Lawrence
 Human Resources Manager

CONCUR:


 Elaine M. Winer
 Human Resources Director


 Bill Byron
 TPSA President

NOTED:


 Laura Lohnes
 Civil Service Manager

Attachments:

- A. Proposed Class Specification for Senior Forensic identification Specialist
- B. Existing Class Specification for Senior Forensic Identification Specialist

SENIOR FORENSIC IDENTIFICATION SPECIALIST

Definition

Under direction, performs the full range of complex and technical crime scene investigation duties to include testifying as an expert witness in the presentation of courtroom evidence; and performs related work as required.

Distinguishing Characteristics

This is the full journey-level class within the job series. Employees within this class are distinguished from the Forensic Identification Specialist by being a fingerprint expert and the performance of the full range of duties, as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This level is fully qualified to work in the field, independent of supervision, even on the most complex cases and is expected to give expert testimony in court. 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 the Forensics Supervisor or Police Lieutenant. Provides technical direction to Forensic Identification Specialists.

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 system currently in use by the Police Department.
- 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.
- 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.
- Guides and instructs less experienced personnel in the various assigned duties of the position.
- Collects, photographs, preserves, identifies palm prints and other types of body prints and performs basic presumptive tests for biological fluids.
- Makes assignments, sets priorities, trains and reviews the work of subordinate staff.

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.

Qualification Guidelines

Knowledge of:

- Federal, State and local laws regulating the collection and preservation of evidence.
- Crime scene and laboratory unit including recognition, collection, preservation and interpretation of all types of evidence.
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- Processes used to classify latent prints and methods used for automated search and retrieval.
- Type and content of testimony which constitutes being an expert witness.
- 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.
- Modern photographic equipment and photography techniques.
- Methods of preserving evidence at crime scenes
- Methods used to make cast impressions of tire tracks, shoeprints, and other physical evidence.
- 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 regulating the collection and preservation of evidence.
- Independently and accurately conduct crime scene investigations.
- Recognize, search for, collect and preserve all types of evidence.
- Effectively use such photographic techniques as macro, micro, infrared, ultraviolet and alternate light source (laser) to record or visualize physical or trace evidence.
- Collect, photograph, preserve, classify and identify fingerprints, palm prints and other types of body prints.
- Use the automated system currently in use by the Police Department to process and interpret latent prints.
- Collect, photograph, preserve, identify and perform basic analysis of bloodstains and other types of physical evidence.
- Prepare castings or moulages of various impressions.
- Prepare accurate, concise and thorough written crime scene reports.
- Effectively testify in court as an expert witness regarding crime scene evidence.
- Effectively give instruction and guidance to less qualified forensic personnel in the field.
- Take and process effective and useful crime scene photos.
- Lift and classify latent fingerprints according to established systems and procedures.
- Operate digital, film and video equipment in the gathering and presentation of evidence.
- Accurately and confidently give courtroom testimony regarding the collection of crime scene evidence.

City of Torrance
 Code: 7308
 Class Designation: Civil Service

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- Prepare and present thorough and accurate crime scene reports.
- Research case projects and evaluate new forensic techniques and procedures.
- 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.
- 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.

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.

Career Ladder Information

Experience gained in this classification may serve to meet the qualification guidelines for promotion to Forensics Supervisor.

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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Definition

Under direction, performs the full range of complex and technical crime scene investigation duties to include testifying as an expert witness in the presentation of courtroom evidence; and performs related work as required.

Distinguishing Characteristics

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Supervision Exercised/Received

Receives direction from the Forensics Supervisor or Police Lieutenant. Provides technical direction to Forensic Identification Specialists.

Examples of Essential Duties

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

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- Makes impressions of shoe prints, tire tracks, and other objects at crime scenes.
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- Guides and instructs less experienced personnel in the various assigned duties of the position.
- Collects, photographs, preserves, identifies palm prints and other types of body prints and performs basic presumptive tests for biological fluids.
- Makes assignments, sets priorities, trains and reviews the work of subordinate staff.

Examples of Other Duties

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- Performs related duties as required.

Qualification Guidelines

Knowledge of:

- Federal, State and local laws regulating the collection and preservation of evidence.
- Crime scene and laboratory unit including recognition, collection, preservation and interpretation of all types of evidence.
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- Processes used to classify latent prints and methods used for automated search and retrieval.
- Type and content of testimony which constitutes being an expert witness.
- Specialized techniques in processing and documentation of crime scenes.
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- Modern photographic equipment and photography techniques.
- Methods of preserving evidence at crime scenes
- Methods used to make cast impressions of tire tracks, shoeprints, and other physical evidence.
- 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 regulating the collection and preservation of evidence.
- Independently and accurately conduct crime scene investigations.
- Recognize, search for, collect and preserve all types of evidence.
- Effectively use such photographic techniques as macro, micro, infrared, ultraviolet and alternate light source (laser) to record or visualize physical or trace evidence.
- Collect, photograph, preserve, classify and identify fingerprints, palm prints and other types of body prints.
- Use the automated system currently in use by the Police Department to process and interpret latent prints.
- Collect, photograph, preserve, identify and perform basic analysis of bloodstains and other types of physical evidence.
- Prepare castings or moulages of various impressions.
- Prepare accurate, concise and thorough written crime scene reports.
- Effectively testify in court as an expert witness regarding crime scene evidence.
- Effectively give instruction and guidance to less qualified forensic personnel in the field.
- Take and process effective and useful crime scene photos.
- Lift and classify latent fingerprints according to established systems and procedures.
- Operate digital, film and video equipment in the gathering and presentation of evidence.
- Accurately and confidently give courtroom testimony regarding the collection of crime scene evidence.

- Prepare and present thorough and accurate crime scene reports.
- Research case projects and evaluate new forensic techniques and procedures.
- 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.
- 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.

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.

Career Ladder Information

Experience gained in this classification may serve to meet the qualification guidelines for promotion to Forensics Supervisor.

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

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 - 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.
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 - Takes aerial photographs and videotapes of crime scenes.
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 - Prepares court exhibits and testifies in court regarding findings.
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-

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.
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- 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.

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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.