

**City of Carson City
Agenda Report**

Date Submitted: December 23, 2013 **Agenda Date Requested:** January 2, 2014
Time Requested: 5 minutes

To: Mayor and Supervisors

From: Carson City Sheriff's Office

Subject Title: For possible action: To create an Exempt, Unclassified Grade 20, Supervising Criminalist position within the Sheriff's Office. (Sheriff Furlong)

Staff Summary: The Sheriff's (sworn) Senior Forensic Specialist has announced his intention to retire effective January 10, 2014. Pursuant to Article 2 – Recognition, of the Carson City Deputy Sheriff's Association bargaining unit agreement, the (sworn) Senior Forensic Specialist position will no longer be recognized once the incumbent separates from employment. The non-sworn Supervising Criminalist position was created during the recent Pontifex classification and compensation study. The Supervising Criminalist position will be hired in place of the (sworn) Senior Forensic Specialist position. This change was presented at the Internal Finance Committee meeting held December 4, 2013 and received a recommendation to move forward for approval.

Type of Action Requested: (check one)

☐ Resolution ☐ Ordinance
☒ Formal Action/Motion ☐ Other (Specify)

Does This Action Require A Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: I move to create an Exempt, Unclassified Grade 20, Supervising Criminalist position within the Sheriff's Office.

Explanation for Recommended Board Action:

Applicable Statute, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: Due to differences in PERS rates, this change will result in a savings of approximately \$5,000 per fiscal year.

Explanation of Impact: See Above

Funding Source: General Fund

Alternatives: None

Supporting Material: Supervising Criminalist job description, and Article 2 of the Deputy Sheriff's Association Bargaining Agreement

Prepared By: Kathie Heath, Chief of Financial Services

Reviewed By:

(Department Head)

Paul S. Shieu Alem

(City Manager)

(District Attorney)

Mark D. Smith

(Finance Director)

Date: 12/23/13

Date: 12/23/13

Date: 12/23/13

Date: 12/23/13

Board Action Taken:

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)



JOB DESCRIPTION

JOB TITLE:	Supervising Criminalist	FLSA:	Exempt
DEPARTMENT:	Sheriff	GRADE:	S1
REPORTS TO:	Captain	DATE:	July 1, 2013

SUMMARY OF JOB PURPOSE:

Under general supervision, supervises assigned crime lab and evidence staff within the Sheriff's Office; performs forensic laboratory and crime scene duties as it pertains to the gathering, analysis and preservation of evidence.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Supervises and oversees activities of assigned staff; makes work assignments; follows-up on assignments, creates work schedules; handles citizen complaints.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned activities; identifies resource needs; recommends and implement policies and procedures.
- Selects, trains, motivates and evaluates staff; provides or coordinates staff training; works with employees to correct deficiencies and errors; monitors work flow; reviews, evaluates and recommends changes in regard to work product, methods and procedures.
- Supervise and performs complex criminal investigations, evidence collection and analysis; testifies in court proceedings as required.
- Collect, log and identify evidence received by the laboratory; assign accession numbers; maintain security and proper chain of custody.
- Coordinate hazardous waste disposal, following proper safety protocols.
- Performs preliminary and other specialized tests and handling of evidentiary samples to aid in the forensic analysis of evidence; preserves the integrity of evidence while performing such tests; identifies and analyzes illicit drugs.
- Conducts validation of new analysis protocols or methods.
- Operates, troubleshoots, upgrades and fixes problems with specialized forensic software and other applications.
- De-multiplex and convert to real time various time-lapsed analog and digital video recordings from multiple camera sources; locate acts of interest.
- Use computer software, digitized equipment, and/or time-based corrector to correct blurred, excessively dark, fast blinking, and/or shaky images; sharpen, re-size, and/or spot-light images; move subject to center of screen; mask non-participants' identity; calibrate time reference.
- Training – Attends training as required to satisfy State and department requirements.
- Coordinates activities with other law enforcement agencies or support agencies.

JOB DESCRIPTION

Supervising Criminalist

ESSENTIAL FUNCTIONS:

- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as a member of a work team.
- Performs analyses utilizing a variety of technologies, tools and techniques; preserves for evidentiary purposes.
- Operates a motor vehicle in a safe and effective manner.
- Uses standard office equipment, including a computer, in the course of the work.
- Demonstrates courteous and cooperative behavior when interacting with the public and City staff; acts in a manner that promotes a harmonious and effective workplace environment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Equivalent to a Bachelor's degree in natural/physical sciences; AND four (4) years of demonstrated professional forensic experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Driver's License.
- Possession of, or ability to obtain, the American Institute of Applied Science, Forensic Science Certificate within one (1) year from date of hire.
- Possession of, or ability to obtain, the IAI certification as a Senior Crime Scene Analyst within one (1) year from date of hire.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance evaluation, and employee training and discipline.
- City, state, and federal laws, statutes, ordinances and court decisions related to police activities.
- Forensic laboratory methods and procedures.
- Techniques used to enhance, process and examine latent prints.
- Methods, techniques and practices of police photography.
- Evidence collection and preservation procedures.
- Theory and principles of forensic science.
- Modern methods of classifying, indexing, filing, and preserving laboratory records and evidence.
- Operational methods and techniques of forensic lab equipment and materials.
- Computer hardware and software used in a forensic laboratory.
- Current information and literature in the field of forensic science.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others; instructing others in work procedures.
- Understanding and applying operational methods and techniques of the forensic laboratory including material and equipment.
- Interpreting and applying policies, procedures, rules and regulations governing a forensic laboratory.
- Performing maintenance and calibration of forensic lab equipment.
- Conducting quality control checks of equipment, standards, controls, reagents and solutions.
- Conducting safety inspections.
- Working with chemicals, biological hazards and forensic lab equipment.
- Maintaining accurate and complete records.
- Using a computer and associated software. Prepare clear concise and accurate reports.
- Establish effective working relationships with departmental personnel, public law enforcement agencies, community groups and general public.

SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Traverse difficult terrain, strength and stamina to climb, stand, squat, and sit for prolonged periods of time; occasionally lift and carry up to 50 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another; subject exposure to hazardous chemicals and bodily fluids.

CONDITIONS OF EMPLOYMENT:

1. All new employees will serve a probationary period of twelve (12) months. Such employees are not subject to the collective bargaining agreement and may be laid off or discharged during this period for any reason. Probationary periods may be extended three (3) months by mutual agreement.
2. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
3. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
4. Employees may be required to complete Incident Command System training as a condition of continuing employment.
5. New employees are required to submit to a fingerprint based background investigation which cost the new employee \$53.50 and a drug/alcohol screen which costs \$20.00. Employment is contingent upon passing the background and the drug/alcohol screen.
6. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

"Carson City is an Equal Opportunity Employer"

APN W/A

APN _____

APN _____

RECORDED AT THE
REQUEST OF

CARSON CITY CLERK-RECORDER

2010 JUL 13 PM 3:48

FILE NO. 402545

ALAN GLOVER
CARSON CITY RECORDER
FFS PC DFP

FOR RECORDER'S USE ONLY

2010-2014 Agreement Between cc and the cc
Deputy Sheriff's Assoc. TITLE OF DOCUMENT

☐ I, the undersigned, hereby affirm that the attached document, including any exhibits, hereby submitted for recording does not contain personal information of any person or persons. (NRS 239B.030)

☐ I, the undersigned, hereby affirm that the attached document, including any exhibits, hereby submitted for recording does contain personal information of a person or persons as required by law. State specific law: _____

Signature _____

Print Name & Title _____

WHEN RECORDED MAIL TO:

Carson City Clerk

2021 Northgate Lane, Ste 56

Carson City, NV 89706

402545

Article 1. PREAMBLE

This Agreement is entered into between Carson City, Nevada, hereinafter referred to as the "City," and members of the Carson City Deputy Sheriffs Association, hereinafter referred to as "Employees".

It is the intent and purpose of this Agreement to assure sound and mutually beneficial working and economic relationships between the parties hereto and to provide an orderly and peaceful means of resolving any misunderstanding or differences which may arise.

All employees shall perform loyal and efficient work and services; shall use their influence and best efforts to protect the properties of the City and its service to the public; and shall cooperate in promoting and advancing the welfare of the City and in preserving the continuity of its service to the public at all times.

The full agreement between the parties is set forth herein with the exception of certain matters covered by State law.

Article 2. RECOGNITION

- (A) The Association is recognized as the sole and exclusive bargaining representative for Deputy Sheriffs and the Senior Forensic Specialist, until such time as the incumbent separates from employment. A probationary employee is not covered under Articles 27, Disciplinary Actions, and Article 32, Layoff Policy and Procedure.

Article 3. NO STRIKES AND LOCKOUTS

- (A) The Association will not promote, sponsor or engage in, against the City, any strike, slowdown, interruption of operation, stoppage of work, absences from work upon any pretext or excuse not founded in fact, or any other intentional interruption of the City, regardless of the reason for so doing, and will use reasonable efforts to induce all employees covered by this Agreement to comply with this pledge.