



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: January 2, 2018

Title: Classification and Compensation Matters –New Job Classifications

Introduction/Background:

The Pima County Sheriff's Department is requesting creation of two new "lead" classifications for the Department's Forensic Unit. In an effort to provide advancement opportunities to the employees within the unit, as well as to streamline the manner in which span of control is addressed, the two lead classifications will allow positions to be spread amongst the 24-7 operation. This would ensure that more experienced and knowledgeable staff members are available to answer questions and act as a liaison between line staff and the unit supervisor.

Discussion:

The Forensic Unit uses many automated systems which requires checking to ensure the systems are functioning properly on a daily basis. Photo technology has changed such that the requests for services of the Unit continue to expand. The Forensic Unit ensures that all arrestees in the Pima County Adult Detention Center are booked as the correct person by checking their identity through fingerprints and ensuring the arrested subjects have the correct charges added to their criminal history. The work of the Forensics Unit is detailed and needs to be completed in a timely manner. The new lead positions will improve efficiency by streamlining processes and problem solving more expeditiously.

Conclusion:

The proposed new classifications will provide advancement opportunities to employees within the unit, as well as streamline the manner in which span of control is addressed within the Forensic Unit.

Recommendation:

It is recommended that Class Code 3232, Class Title Fingerprint Technician-Senior, Salary Grade 33, Salary Range \$32,302 - \$47,632, EEO Code 6 (Administrative Support), FLSA Code Non-Exempt (paid overtime) and Class Code 3236, Class Title Forensic Technician-Senior, Salary Grade 41, Salary Range \$38,209 - \$56,472, EEO Code 6 (Administrative Support), FLSA Code Non-Exempt (paid overtime), be approved for use within the County's classification system.

Fiscal Impact:

The creation of the new classifications has no immediate cost impacts to the County as any additional costs incurred in hiring positions allocated to these classifications will be borne by the department from within its current budget. Cost impacts in future budget years will be planned for by the department through the County's normal budget process.

Board of Supervisor District:

1 2 3 4 5 All

Department: Human Resources

Telephone: 724-2732

Contact: Colin Smith

Telephone: 724-8111

Department Director Signature/Date:

M. B. [unclear]

Deputy County Administrator Signature/Date:

Tom Burke 12-19-17

County Administrator Signature/Date:

C. DeLuca 12/19/17

Code: 3232

Title: FINGERPRINT TECHNICIAN - SENIOR

SUMMARY: Leads and participates in photographing and fingerprinting suspects, detainees, applicants, and sex offenders; performs inked-to-inked comparisons and identifications; processes and enters ten-print and palm cards into the Arizona Fingerprint Identification System (AZAFIS); and registers sex offenders.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Leads and participates in entering inked ten print images and demographics into computer files;
Performs computer-assisted and manual inked print to inked print comparisons and identifications;
Leads and participates in fingerprinting and photographing suspects, detainees, applicants and sex offenders;
Registers sex offenders and maintains Offender Watch database;
Participates in the development and implementation of unit policies and procedures;
Reviews and researches current or new legislation or policies pertaining to fingerprint, AZAFIS, or criminal history related procedures;
Acts as liaison between the unit and other department personnel;
Acts as liaison between the unit and AZDPS/AZAFIS and the AZAFIS vendor;
Assists in the hiring, training and evaluation of personnel;
Files and retrieves inked fingerprint cards and security information;
Maintains required security and confidentiality of information encountered or created in the course of duties;
Maintains records and files and generates reports;
Communicates with other law enforcement agencies on fingerprint related matters;
Provides technical information regarding techniques and Livescan help;
Process fingerprints for department personnel and staff from other law enforcement agencies;
Assists in updating and establishing new AFIS system policies and procedures;
Testify in court regarding inked print to inked print comparisons and identifications and sex offender registration;
Maintains inventory of fingerprint and AZAFIS supplies.

KNOWLEDGE & SKILLS:

Knowledge of:

- types of fingerprint patterns and their interpretation;
- sequential filing systems and file maintenance procedures;
- general office procedures;
- principles and practices of employee supervision, training and evaluation;
- principles and practices of planning and assigning work.

Skill in:

- leading and training assigned staff;
- obtaining legible fingerprints and palmprints;
- computer data entry and retrieval;
- maintaining complex record filing systems;

- using standard office equipment;
- using photographic equipment;
- communicating effectively, orally and in writing;
- establishing effective working relationships with members of the public;
- assigning work and providing oral and written instructions;
- developing and implementing new or revised operating policies and procedures.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Completion of training or course work in fingerprint classification from an accredited community college or International Association of Identification (IAI) recognized training program and three years of work experience collecting or taking inked fingerprints from subjects using a Federal or State Automated Fingerprint Identification System.

[Proof of training completion or coursework completion must be provided at time of application.]

OR:

(2) Four years of work experience collecting or taking inked fingerprints from subjects using a Federal or State Automated Fingerprint Identification System.

OR:

(3) Three years of experience with Pima County Sheriff's Department as a Fingerprint Technician.

OTHER REQUIREMENTS:

Licenses and Certificates: All incumbents must obtain AZAFIS Ten Print Operator Certification and ACJIS Network Terminal Operator Certification within six months from appointment and must maintain these certifications as a condition of employment. All positions require qualifying for and maintaining current membership in the International Association for Identification (IAI); membership may be required at the time of appointment or prior to completion of initial/promotional probation. Some positions require a valid Arizona Class D driver license. Failure to obtain or maintain the required certifications, membership or licensure shall be grounds for termination.

Special Notice Items: All positions require the successful completion of a background investigation due to need for access to law enforcement, detention and/or correctional facilities or associated confidential information, documents and like materials. Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to blood borne pathogens. Hepatitis B vaccine will be provided.

Physical/Sensory Requirements: All positions require the ability to: examine line/shape detail and discern differences/similarities between form; perceive the full range of the color spectrum; work for extended periods of time using high power magnifiers, and; accurately focus photographic lenses.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Code: 3236

Title: FORENSIC TECHNICIAN - SENIOR

SUMMARY: Leads and participates in the identification, gathering, securing, processing and photographing physical evidence for investigations and prosecution of criminal and civil cases.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Leads and participates in photographing crime and accident scenes, autopsies, assault victims and suspects to record the condition and appearance of evidence as found;

Leads and participates in locating, identifying, collecting, photographing and preserving evidence at crime scenes using sophisticated photographic and evidence-gathering techniques;

Leads and participates in identifying, gathering and securing physical evidence such as blood, body fluids, hair and fibers, firearms and narcotics for laboratory testing as evidence in criminal and civil cases;

Safely and correctly handles potentially hazardous materials encountered in the performance of assigned duties;

Searches for, develops and preserves latent prints at crime scenes and in the laboratory;

Photographs and fingerprints suspects, victims, witnesses and applicants;

Produces plaster castings of tool marks and other impressions;

Searches for, retrieves and provides security information on fingerprint cards and mug shots for law enforcement personnel and authorized agencies;

Participates in the development and implementation of unit policies and procedures;

Coordinates the response of unit personnel to crime scenes and other assignments;

Performs technical reviews of reports and crime scene documentation;

Establishes and maintains records to ensure proper chain of custody of physical evidence;

Offers technical testimony in criminal and civil cases;

Assists in securing crime scenes, and interacts with victims and witnesses;

Instructs law enforcement personnel in crime and accident scene photography and the collection and preservation of evidence and latent fingerprint processing;

Performs routine maintenance and repairs on equipment, and stocks supplies for identification vehicles;

Tests and evaluates new photographic and latent fingerprint techniques and equipment;

Utilizes computer programs to enlarge (1:1) photographs of latent fingerprints or for enhancement of photographs;

Downloads digital images from various types of media to an image management system;

Accepts vehicles to be impounded in the Department's impound lot;

Acts as liaison between the unit and other department personnel;

Assists in the hiring, training and evaluation of personnel;

Public relations and portrait photography;

May be required to operate a photographic laboratory;

May record, classify and retrieve fingerprint cards from files;

May utilize specialized equipment for surveillance video enhancement;

Maintains inventory of forensic supplies.

KNOWLEDGE & SKILLS:

Knowledge of:

- advanced photographic computer applications;
- techniques for gathering and preserving evidence;

- photographic techniques and methods including the use of a variety of film, lighting, filtration and alternate light sources;
- advanced techniques for development of fingerprints using powders and chemicals;
- hazards and safety precautions related to materials, chemicals and equipment used in the handling and processing of evidence and related materials;
- rules of evidence, court methods and procedures;
- principles and practices of employee supervision, training and evaluation;
- principles and practices of planning and assigning work.

Skill in:

- leading and training personnel;
- using photographic equipment (digital and film) including still and video cameras, and flash equipment in a variety of circumstances;
- using advanced photographic computer applications;
- developing and printing of color photographs;
- collecting, securing and processing evidence;
- maintaining the chain-of-custody of evidentiary materials;
- safely and correctly handling potentially hazardous materials encountered in the performance of assigned duties;
- communicating effectively orally and in writing;
- assigning work and providing oral and written instructions;
- developing and implementing new or revised operating policies and procedures.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Four years of work experience in a photographic field.

OR:

(2) A certificate in Crime Scene Management, or a minimum of 30 semester credit hours, from an accredited university, college or trade school in a natural science, criminal justice or other closely related field as defined by the appointing authority at the time of recruitment and three years' work experience in a forensic related field.

(Relevant experience may substitute for the education requirement.)

OR:

(3) Three years of experience with Pima County Sheriff's Department as a Forensic Technician

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

Special Notice Items: All positions require the successful completion of a background investigation by law enforcement agencies due to need for access to law enforcement, courts, detention and/or correctional facilities and associated confidential information, documents, communications, evidentiary and like materials. Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to blood-borne pathogens. Hepatitis B vaccine, training and personal protective equipment will be provided. All positions require the ability to work in the presence of noxious odors and offensive sights involving human remains.

Physical/Sensory Requirements: Incumbents are required to: lift and carry objects weighing up to fifty pounds; traverse rough, unimproved terrain on foot; work in extremes of heat, moisture and humidity;

properly wear required safety clothing/equipment; perceive the full range of the color spectrum, and accurately focus photographic lenses.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Proposed New 12/2017