

AGENDA

CITY OF NATIONAL CITY
CIVIL SERVICE COMMISSION

REGULAR MEETING

5:30 P.M., Thursday, SEPTEMBER 13, 2018
Civic Center, Large Conference Room, 2nd Floor
1243 National City Blvd.
National City, California 91950

UPON REQUEST, THIS AGENDA CAN BE PROVIDED IN ALTERNATIVE FORMAT TO ACCOMMODATE ANY INDIVIDUAL NEEDS. PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT (619) 336-4300 OR BY E-MAIL AT hr@nationalcityca.gov TO REQUEST ACCOMMODATION, INCLUDING ANY AUXILIARY AIDS OR SERVICES.

1. **CALL TO ORDER AND ROLL CALL**
 - Chairperson Courtney
 - Vice-Chairperson Coyote
 - Commissioner Garcia
 - Commissioner Puhn
 - Commissioner Sendt
2. **SALUTE TO THE FLAG**
3. **PUBLIC COMMUNICATIONS**
4. **APPROVAL OF MINUTES**
 - A. Regular Meeting of May 10, 2018
5. **REPORTS FOR FILE**
 - A. Personnel Report
 - B. Report of Vacancies
6. **UNFINISHED BUSINESS**
7. **NEW BUSINESS**
 - A. Request to amend class specification for Crime Scene Specialist, respectively
8. **STAFF COMMENTS**
9. **COMMISSIONER COMMENTS**
10. **ADJOURNMENT**

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| CRIME SCENE SPECIALIST | CITY OF NATIONAL CITY |
| CLASS SPECIFICATION | Approved: January 17, 2000 |

DEFINITION

Under general supervision, to respond to secured crime scenes; interview witnesses and victims; collect and take custody of evidence; prepare reports; and perform related duties as required.

DISTINGUISHING CHARACTERISTICS

Crime Scene Specialist is a civilian employee who is not involved in direct law enforcement. The specialist is not expected to be exposed to hazardous conditions.

EXAMPLES OF TYPICAL DUTIES

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

Responds to requests for assistance at secured crime scenes; assists in the investigation of crime scenes; interviews witnesses and victims; collects and preserves evidence; composes and types crime reports using word processing equipment; photographs crime scenes; prepares displays for courtroom presentations; testifies in court; inputs and retrieves data utilizing personal computer; attends off-site training programs to develop and maintain necessary technical knowledge and skills; establishes and maintains effective working relationship with crime laboratory personnel; provides backup for other related functions.

MINIMUM QUALIFICATIONS

Training and Experience: Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be: graduation from high school, including or supplemented by courses in modern office practices and equipment; and three (3) years of full-time experience in frequent public contact and clerical work. Additional relevant education may be substituted for up to two (2) years of the required experience on a year-for-year basis.

Knowledge and Skills in: Office methods, practices, procedures, and modern automated equipment; correct English, including vocabulary, grammar, and spelling; modern filing and indexing methods.

Ability to: Perform office and clerical work involving the use of independent judgment and requiring accuracy; learn complex regulations and procedures; interact effectively with persons from widely varying backgrounds under stressful conditions, including members of the public, law enforcement officers, and other employees; prepare accurate and complete reports; testify in legal proceedings; take and transcribe information received from witnesses and victims; operate word processor and personal computer; understand and carry out oral and written directions and assignments without close supervision; and properly handle highly confidential information. The ability to use a second language on the job is desirable but not required.

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS

Approved original copy of certificate, less than one (1) year old, indicating the ability to type at a net rate of 45 words per minute is required at the time of application. Possession of a valid California Class C driver's license is required at the time of appointment. Must meet standards of integrity and trustworthiness required for law enforcement-related activities. Shorthand or speedwriting at 80 wpm and transcribing skills are desirable.

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| CRIME SCENE SPECIALIST | CITY OF NATIONAL CITY |
| CLASS SPECIFICATION | Approved: |

DEFINITION

~~Under general supervision, to respond to secured crime scenes; interview witnesses and victims; collect and take custody of evidence; prepare reports; and perform related duties as required.~~

This is a civilian position that under direction will respond to secured crime scenes to assist in the investigation to collect and preserve evidence through photographs and collection of digital evidence; maintain the Police Department's Body Worn Camera (BWC) Program, including preparing reports and conducting audits as instructed; maintain the Police Regulated Businesses Program (ABC Licenses, Massage Establishments, etc. and prepare reports as instructed; perform other investigative assignments as directed and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Crime Scene Specialist is a civilian employee who is not involved in direct law enforcement. ~~The specialist is not expected to be exposed to hazardous conditions.~~

EXAMPLES OF TYPICAL DUTIES KEY RESPONSIBILITIES

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

Responds to requests for assistance at secured crime scenes; assists in the investigation of crime scenes; interviews witnesses and victims; collects and preserves evidence digital evidence (surveillance videos, phones, computers); collects and preserves physical evidence; composes and types crime reports ~~using word processing equipment~~; photographs crime scenes; prepares displays for courtroom presentations; may testify ~~testifies~~ in court; works with other staff in maintaining the Body Worn Camera (BWC) database and data entry including maintaining Body Worn Camera Equipment; assists in researching and reporting of data on police regulated businesses and the applicants for these business; assist in inputting and retrieving data utilizing various computers and computer databases; ~~inputs and retrieves data utilizing personal computer~~; receives, reviews, and analyzes misdemeanor and felony arrest reports and citations to determine that the elements of the crime are present to support the charges, the detention was legal, the search and seizure was legal, and the defendant's statements are admissible in court and performs related procedures; maintains logs and prepares statistical data; responds to requests for information; performs other related duties as assigned. ~~attends off-site training programs to develop and maintain necessary technical knowledge and skills; establishes and maintains effective working relationship with crime laboratory personnel; provides backup for other related functions.~~

MINIMUM QUALIFICATIONS

Training and Experience: Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be: Successful completion of a POST-certified Basic Course for Peace Officers or a POST-certified Reserve Peace Officer Level I training course; OR Successful completion of nine (9) semester units of coursework in criminal justice or administration of justice, which must include California Criminal Law, Evidence, and Criminal Procedures (which must include Search and Seizure); AND two (2) years of experience conducting in-depth analysis and review of arrest reports, processing impounded property, and conducting in-depth computer research to obtain information for crime analysis and case load management. ~~Graduation from high school, including or supplemented by courses in modern office practices and equipment; and three (3) years of full-time experience in frequent public contact and clerical work. Additional relevant education may be substituted for up to two (2) years of the required experience on a year-for-year basis.~~

Knowledge and Skills in: California rules of evidence; California Penal Code; search and seizure laws; basic statistics; law enforcement information systems; personal computer functions; investigative techniques and procedures; investigative confidentiality requirements. The collection and preservation of physical evidence at a crime scene along with methods to collect, preserve and handle digital evidence. Video editing such as making video clips, redacting faces or objects, stabilization of video and enhancement for a better picture quality. Office methods, practices, procedures, and modern automated equipment; correct English, including vocabulary, grammar, and spelling; modern filing and indexing methods.

Ability to: Communicate effectively, both orally and in writing; effectively interview individuals to obtain necessary information; collect and verify information by letter, telephone, and/or computer records; maintain logs, records, and files; identify problems and detect missing information, discrepancies, and errors; utilize and operate office and computer equipment necessary to perform work; establish effective working relations with all levels of staff and the public; treat City employees, representatives from outside agencies, and members of the public with courtesy and respect; work under minimal supervision. ~~Perform office and clerical work involving the use of independent judgment and requiring accuracy; learn complex regulations and procedures; interact effectively with persons from widely varying backgrounds under stressful conditions, including members of the public, law enforcement officers, and other employees; prepare accurate and complete reports; testify in legal proceedings; take and transcribe information received from witnesses and victims; operate word processor and personal computer; understand and carry out oral and written directions and assignments without close supervision; and properly handle highly confidential information. The ability to use a second language on the job is desirable but not required.~~

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS

~~Approved original copy of certificate, less than one (1) year old, indicating the ability to type at a net rate of 45 words per minute is required at the time of application.~~ Possession of a valid California Class C driver's license is required at the time of appointment. Must meet standards of integrity and trustworthiness required for law enforcement-related activities. ~~Shorthand or speedwriting at 80 wpm and transcribing skills are desirable.~~ Must pass a Police Officers Standards and Training (P.O.S.T.) background investigation with the Police Department.