



CITY OF NAPA
Human Resources Department
1541 Second Street
Napa, CA 94559

<http://www.cityofnapa.org/jobs>

INVITES APPLICATIONS FOR THE POSITION OF:

Police Forensic Specialist

An Equal Opportunity Employer

SALARY: \$66,469.00 - \$80,275.00 Annually

OPENING DATE: 10/02/18

CLOSING DATE: Continuous

DESCRIPTION:

Do you want to make a real difference in the community? Do you excel at making good decisions under pressure? Are you able to leverage your forensic expertise to collaborate on solutions with your team? Then join the us at the City of Napa Police Department!

The Napa Police Department is a dynamic and progressive police agency dedicated to providing the highest quality of service to the Napa community. Programs such as the Youth Diversion Program, Homeless Outreach Program, and the School Resources Officer Program are examples of the department's commitment to the community policing philosophy and reinforces its Mission Statement: "To promote and maintain a peaceful, safe and secure environment." The Napa Police Department strives to be a model organization, recognized and acknowledged by the public and its peers and is committed to integrity and professionalism. The Department's highest priority is to ensure that the community remains a safe haven, allowing residents and visitors alike to enjoy a high quality of life. [Click here to learn more about the Napa Police Department.](#)

The **Police Forensic Specialist** will play a vital role providing service related to specialized and technical fingerprint development and analysis of physical evidence using modern technology, conducting fingerprint comparison, complex crime scene investigations, forensic laboratory analysis, and forensic photography. They will also be providing expert witness testimony in legal proceedings.

Show us your record of proven success in:

- **Technical/Professional Knowledge and Skills:** Having achieved a satisfactory level of technical, functional and/or professional skill or knowledge in position-related areas; keeping up with current developments and trends in areas of expertise; leveraging expert knowledge to accomplish results.
- **Decision Making:** Identifying and understanding problems and opportunities by gathering, analyzing, and interpreting quantitative and qualitative information; choosing the best course of action by establishing clear decision criteria, generating and evaluating alternatives, and making timely decisions; taking action that is consistent with available facts and constraints and optimizes probable consequences.
- **Planning and Organizing:** Establishing an action plan for self and others to complete work efficiently and on time by setting priorities, establishing timelines, and leveraging resources.
- **Coaching:** Engaging an individual in developing and committing to an action plan that targets specific behaviors, skills, or knowledge needed to ensure performance improvement or prepare for success in new responsibilities.
- **Building Partnerships:** Developing and leveraging relationships within and across work groups to achieve results.
- **Collaboration:** Working cooperatively with others to help a team or work group achieve its goals.

- **Adaptability:** Maintaining effectiveness when experiencing major changes in work responsibilities or environment (e.g., people, processes, structure, or culture); adjusting effectively to change by exploring the benefits, trying new approaches, and collaborating with others to make the change successful.

TYPICAL TASKS:

Duties may include, but are not limited to, the following:

1. Locates, isolates, collects, preserves, analyzes, compares and identifies fingerprints primarily in a laboratory environment using modern technological equipment and photography.
2. Examines and determines conduciveness of latent prints for submission to the State automated latent print system.
3. Processes crime scenes, including attending autopsies, for the purpose of identifying, photographing, collecting, preserving and interpreting physical evidence, including fingerprints, and completes written reports and diagrams.
4. Provides expert witness testimony in courts of law and legal proceedings related to fingerprints, photography, narcotics identification, field and laboratory evidence recognition, development, collection, preservation and examination.
5. Participates in regional task forces to assist other agencies in processing major crime scenes such as homicides and crimes against persons; works collaboratively with other jurisdictions including other law enforcement agencies, district attorneys, courts and county, state and federal agencies.
6. Determines microscopic, photographic, chemical and other instrumental laboratory findings in examining physical evidence; interprets results of such findings to law enforcement personnel, attorneys and the courts.
7. Performs complex chemical, microscopic and weight analyses of marijuana and preliminary testing and identification of other drugs/narcotics.
8. Performs digital imagery-photographic enhancement techniques using current day digital cameras, scanners, computers and advanced photo enhancement computer programs.
9. Provides training and technical assistance to less experienced staff and Police Department personnel in crime scene processing, photography, evidence recognition, evidence collection and preservation.
10. Assists in the development of operating procedures and policies for the identification unit and participates in the development, implementation and maintenance of City, County and State automated data systems.
11. Plans and performs the activities in the crime laboratory, maintains the crime laboratory and the mobile crime scene unit.
12. Purchases and maintains the evidence collection supplies, as well as photographic supplies and equipment on a department-wide basis.
13. Maintains accurate records of evidence, fingerprints, photographic files and equipment.
14. Reproduces evidence photographs for the District Attorney, City Attorney, defense attorneys, civil attorneys, and insurance companies, as requested.
15. Creates computerized composites of suspects from witness descriptions and prepares photographic photo line-ups.
16. Takes rolled inked fingerprints of suspects and witnesses; may assist police officers with urine sample collections, body searches and photography of private parts of members of the same sex.
17. Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of: Techniques, methods and equipment utilized in the collection and analysis of evidence in the field and in the laboratory; principles and practices of fingerprint collection, analysis, and interpretation; operation and requirements of state automated latent print recognition; principles and practices of evidence collection and preservation; principles and techniques of photography and related equipment; courtroom procedures; laws, policies and regulations related to the rules of evidence and law enforcement; principles of record keeping; and computers and relevant computer applications.

Ability to: Perform tasks associated with fingerprint analysis and identification; process a crime scene including photography, evidence recognition, evidence collection and preservation; act as an expert witness in criminal prosecutions; present verbal presentations in court in clear and easily understood language; prepare technical reports; train others in techniques and practices of crime scene and laboratory forensic activities; develop and implement office policies and procedures; work independently in the laboratory and at unpleasant crime scenes; occasionally be exposed to airborne and contact pathogens, bio-hazardous conditions such as blood or bodily fluids, and unidentified chemicals or narcotics; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training: Any combination of experience and training that would provide the required knowledge and training abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Two (2) years of experience in fingerprint development and identification, forensic photography and crime scene investigation with a law enforcement agency. Qualification in court as an expert in fingerprints is desirable.

Training: Equivalent to completion of an Associate's degree from an accredited college with course work in forensic evidence, police science, administration of justice or a related field.

Special Requirements: Possession of a valid California driver's license. Must be able to respond to callouts on a 24-hour basis as need and work hours beyond an assigned shift.

Possession of an International Association of Identification Latent Print Examiner certificate is desirable. Possession of a Crime Scene Investigation certificate is desirable.

SUPPLEMENTAL INFORMATION:

Applicants are to complete an online application and supplemental questionnaire with the City of Napa by the final filing date. A resume may be submitted but will not take the place of a completed online application.

Please list all employers held within the last ten years in the work history section of your application. You may include history beyond ten years if related to the position you are applying. If you held multiple positions with one employer, please list each position separately. Failure to comply with these instructions may result in disqualification.

SELECTION PROCESS

The City of Napa utilizes a Civil Service Selection System founded on merit. Such a system is competitive and based on broad outreach efforts and equal opportunity for qualified applicants to take part in a process designed to determine the qualifications, fitness and ability of competitors to perform duties of the vacant position. Many of our recruitments are targeted and specific to the needs of a current vacant position, in which case, an eligible list may be exclusively used for that current vacant position. Other recruitments and eligible lists may be more broadly used for both current and future vacancies, or for other alternate jobs with comparable scopes of work.

What happens next?

We will review your application and all supplemental materials to select the best qualified applicants to continue in the process. Screening will include a review of minimum qualifications, application appraisal rating of education, training and experience and relevance of background qualifications related to the target job as well as supplemental questions if applicable.

Applicants selected to move forward in the process may be asked to participate in any combination of the following (at any phase of the selection process): a written examination, job related exercise, telephone interview, panel interview(s), and/or web-based testing.

Based on the City Charter, the final phase of the selection process is the Probationary Period, which in most cases is six months, but may be one year depending on your classification.

This recruitment and examination is being conducted to fill one Police Forensic Specialist vacancy and may be used to fill future vacancies as they occur during the active status of the employment list. The active status of this employment list will be at least six months unless extended or abolished sooner.

Reasonable Accommodations: The City of Napa Human Resources Department will make reasonable efforts in the examination process to accommodate qualified disabled applicants. Individuals with disabilities who would like to request an accommodation in the testing process must inform the HR Department in writing by the closing date. A Reasonable Accommodation Request Form is available from HR and may be obtained by calling 707-257-9505, or dialing 7-1-1 for the California Relay Service, offering free text-to-speech, speech-to-speech, and Spanish-language services 24 hours a day, 7 days a week.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofnapa.org/jobs>

Position #18-40213-PD
 POLICE FORENSIC SPECIALIST
 GP

1541 Second Street
 Napa, CA 94559
 707-257-9505

hr@cityofnapa.org

Police Forensic Specialist Supplemental Questionnaire

- * 1. Read the following questions and type your responses to each question thoroughly, and accurately, in the space provided. This supplemental application is part of the selection process and may be used as part of a training and experience evaluation. This supplemental application gives you the opportunity to fully explain your background and qualifications as they pertain to this position. Only the most qualified applicants as determined by the evaluation of this supplemental application will be invited to partake in the testing process. Your answers to the following Supplemental Questions are required for your application to be considered complete. The information that you provide will be evaluated "as-is," and you will not have a second chance to revise or clarify the information provided. Therefore, it is very important to provide concise, organized, and easy to read answers to each question. Please note: If you do not have experience, type "none." Be sure to respond honestly and truthfully to all questions. Overstating your skill level is considered false and/or misleading information. Applicants found to have provided false or misleading information or overstating their skills will be disqualified from further consideration or, if hired, may be terminated from employment. If you do not have experience in a specific area, please indicate "None." I have read and understand this statement.
- Yes No
- * 2. Task 1: Are you able and willing to work weekends, holidays, overtime, or on-call as required?
- Yes No
- * 3. Task 2: Are you able and willing to work in a lab environment and at unpleasant crime scenes?
- Yes No
- * 4. Task 3: Are you able and willing to work independently and alone?
- Yes No
- * 5. Task 4: Are you able and willing to work outdoors under adverse conditions, such as in hot, cold, wet, and/or stormy weather?
- Yes No
- * 6. Task 5: Are you able and willing to work in confining spaces and with hazardous materials in accordance with established safety practices?
- Yes No

- * 7. Experience: Do you have two (2) years of experience in fingerprint development and identification, forensic photography and/or crime scene investigation working at a law enforcement agency?
 Yes No

- * 8. Associates Degree or Equivalent: Do you have an Associate's degree or equivalent education from an accredited college with course work in forensic evidence, police science, administration of justice or a related field?
 Yes No

- * 9. Do you have a current, valid Class C California Driver's License?
 Yes No

- * 10. Please list any special certifications or licenses you have that could be useful for this position.

- * 11. Ratings of FORENSIC work experience. Indicate the total amount of forensic work experience that you have in: Performing digital photography. Note: Use the rating scale below to indicate the total amount of general work experience that you have in each of the work areas listed. If you are uncertain of an exact rating, you should provide a realistic and conservative estimate. The experience that you document here must conform with information that you include on your employment application.
 - Less experience than described below.
 - Little experience; including 3 months to 6 months of this experience, (i.e., more than 500 hours, and less than 1, 000 hours).
 - Some experience; including 6 months to 1 year of this experience, (i.e., more than 1,000 hours, and less than 2, 000 hours).
 - Moderate experience; including 1 to 2 years of this experience, (i.e., more than 2,000 hours, and less than 4, 000 hours).
 - Significant experience; including more than 2 years of this experience, (i.e., more than 4,000 hours).

- * 12. Ratings of FORENSIC work experience. Indicate the total amount of forensic work experience that you have in: Performing searches of latent prints through local and automated fingerprint identification systems. Note: Use the rating scale below to indicate the total amount of general work experience that you have in each of the work areas listed. If you are uncertain of an exact rating, you should provide a realistic and conservative estimate. The experience that you document here must conform with information that you include on your employment application.
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 - Moderate experience; including 1 to 2 years of this experience, (i.e., more than 2,000 hours, and less than 4, 000 hours).
 - Significant experience; including more than 2 years of this experience, (i.e., more than 4,000 hours).

- * 13. Ratings of FORENSIC work experience. Indicate the total amount of forensic work experience that you have in: Processing crime scenes. Note: Use the rating scale below to indicate the total amount of general work experience that you have in each of the work areas listed. If you are uncertain of an exact rating, you should provide a realistic and conservative estimate. The experience that you document here must conform with information that you include on your employment application.
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 - Moderate experience; including 1 to 2 years of this experience, (i.e., more than 2,000 hours, and less than 4, 000 hours).
 - Significant experience; including more than 2 years of this experience, (i.e., more than 4,000 hours).
- * 14. Ratings of FORENSIC work experience. Indicate the total amount of forensic work experience that you have in: performing chain of custody functions with regards to preserving sample integrity. Note: Use the rating scale below to indicate the total amount of general work experience that you have in each of the work areas listed. If you are uncertain of an exact rating, you should provide a realistic and conservative estimate. The experience that you document here must conform with information that you include on your employment application.]
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 - Moderate experience; including 1 to 2 years of this experience, (i.e., more than 2,000 hours, and less than 4, 000 hours).
 - Significant experience; including more than 2 years of this experience, (i.e., more than 4,000 hours).
- * 15. Ratings of FORENSIC work experience. Indicate the total amount of forensic work experience that you have in: Providing expert witness testimony in courts of law and legal proceedings. Note: Use the rating scale below to indicate the total amount of general work experience that you have in each of the work areas listed. If you are uncertain of an exact rating, you should provide a realistic and conservative estimate. The experience that you document here must conform with information that you include on your employment application.
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 - Significant experience; including more than 2 years of this experience, (i.e., more than 4,000 hours).
- * 16. Ratings of FORENSIC work experience. Indicate the total amount of forensic work experience that you have in: the collection and analysis of evidence in the field and in the laboratory. Note: Use the rating scale below to indicate the total amount of general work experience that you have in each of the work areas listed. If you are uncertain of an exact rating, you should provide a realistic and conservative estimate. The experience that you document here must conform with information that you include on your employment application.
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 - Significant experience; including more than 2 years of this experience, (i.e., more than 4,000 hours).
- * 17. Ratings of FORENSIC work experience. Indicate the total amount of forensic work experience that you have in: working collaboratively with other jurisdictions, including other law enforcement agencies, district attorneys, courts and county, state and federal agencies. Note: Use the rating scale below to indicate the total amount of general work experience that you have in each of the work areas listed. If you are uncertain of an exact rating, you should provide a realistic and conservative estimate. The experience that you document here must conform with information that you include on your employment application.
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- Significant experience; including more than 2 years of this experience, (i.e., more than 4,000 hours).

- * 18. Certification and Acknowledgements By submitting your application packet, you are certifying that the following is true and correct: I understand that all information I have provided on all documents is subject to verification. Submitting information that is false, inaccurate, or incomplete to the extent that it misrepresents the facts may result in my disqualification, ineligibility or separation from employment. I understand that the documents I submit may be forwarded to department managers who are making selections from the eligible list resulting from this examination. I have read the above instructions and information, and certify that I have complied with these instructions.

Yes No

- * Required Question