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Mayor

**Harper Donahue, IV**  
Director

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Labor Negotiator

**Department of Employee Relations**

**Job Evaluation Report**

Fire and Police Commission Meeting: July 25, 2024

**Police Department**

Current	Recommended
Crime Scene Supervisor PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$90,032 (Six Positions)	Crime Scene Supervisor PR 2LN (\$75,162 - \$105,223) FN: Recruitment is at \$90,032 (Six Positions)

Note: Residents receive a rate that is 3% higher.

The Crime Scene Supervisor positions, under the direction of the Police Forensic Services Director, are responsible for supervising Forensic Division personnel involved in evidence identification, preservation, collection, and analysis; ensuring rules, procedures, policies, and guidelines are followed and that department and forensic discipline standards are met; and assuming command and responsibility of their supervisor in his or her absence. Responsibilities include responding to crime scenes and other locations to guide and assist members processing digital and physical evidence.

These positions were last studied in July of 2023 when they were new positions classified as Crime Scene Supervisor in Pay Range 1HX (\$75,162 - \$105,223) with a recruitment rate of \$90,032. The pay range recommended was based on the supervisory responsibilities and a comparison to other positions in the department. These positions are located in the Forensics Division where organizational and division change is ongoing including the civilianizing of positions. In this transition there are both sworn and nonsworn positions in leadership. The sworn positions of Police Lieutenant in Pay Range 4LN – 836 (\$90,519 - \$109,472)\* and Police Identification Administrator in Police Identification Administrator in Pay Range 4IN – 835 (\$91,759 - \$110,946)\* are both eligible for overtime. The department has requested that the Crime Scene Supervisors be placed in a FLSA (Fair Labor Standards Act) nonexempt pay range, equivalent to their current pay range, so they may also be eligible for overtime. It should be noted that although these positions under study have supervisory and oversight responsibilities, they also respond to crime scenes and oversee and perform the forensic work.

A similar situation has occurred in the Department of Emergency Services. The classifications of Emergency Communications Supervisor, Emergency Communications Supervisor – Quality Assurance, and Emergency Communications Supervisor – Training were originally placed in Pay Range 1GX and then 1IX due to supervisory and oversight responsibilities. A recent report, approved at the April 4, 2024 Fire and Police Commission meeting, recommended that these positions be placed in an equivalent nonexempt pay range so they can also be eligible for overtime as would a Police Sergeant in Pay Range 4GN – 831 (\$85,022 - \$102,379)\*. It was noted that the Emergency Communication Supervisors work within a 365 day/24 hour Dispatch floor operation and provide call taking and dispatching as directed. The Crime Scene Supervisors also must work a variety of hours including nights, weekends, holidays, and overtime, often with little notice, to meet operational demands; and be able to oversee and perform forensics work.

Based on the above analysis we recommend placing these six positions of Crime Scene Supervisor in Pay Range 2LN (\$75,162 - \$105,662) with a recruitment rate of \$90,032. A FLSA nonexempt designation will allow the incumbents of these positions to be eligible for overtime and current pay recommendations to remain competitive.

\*Rates for those hired prior to October 3, 2011. Higher rates for those with educational degrees.

**Action Required – Effective Pay Period 17, 2024 (August 4, 2024)**

**\*Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

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