



## OTHER THAN "A" STEP REQUEST

The Board of Supervisors, on November 13, 1990, asked to receive consistent information from Department Heads who request to hire a new employee at other than "A" step of the classification range. Board policy cites that "A" step is the normal and desired starting point in a classification unless compelling\* reasons exist to start an individual at a higher step.

\*Please note that the Board has previously provided direction that a pay disparity between Tehama and other counties is not, in and of itself, a sufficient compelling reason to start an employee at higher than "A" step.

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FROM: Dave Kain, Sheriff-Coroner  
TO: Board of Supervisors/Personnel Office

RE: Request to hire an applicant in the following classification:  
Evidence Technician at other than "A" step.

Please answer the following questions so that the Board may more objectively assess the request. Send the completed form along with the Agenda Request Form to the Personnel office, allowing sufficient time for review and approval/disapproval prior to the anticipated hiring date. Requests for "C" step or above will be referred to the Board of Supervisors on the regular agenda for their consideration. Requests for "B" step will be placed on the consent agenda for approval.

1. \$ 23.66 hr Step 1 Range 26 Request: \$ 28.75 hr Step 5 Range 26

2. Total applications received during recruitment for this position: 12  
Total number of "qualified" applicants: 2

3. Justification for requesting higher step than A:

The candidate selected for this position has over 8 years of extensive experience working for an allied Police Agency as a Police Records Technician and currently a Community Service Officer as a Field Evidence Technician. This candidate has processed or led in processing over 70 crime scenes, including homicides and various major crimes. The candidate has extensive knowledge in the identification, documentation, collection, and preservation of evidence. The candidate is well versed in the evidence chain of command and works closely with the respective District Attorney's Office regarding evidence. The candidate has analyzed over 290 fingerprints and is one of only 3 local fingerprint analysts in the area. The candidate has attended over 270 hours of POST training related to crime scene and evidence processing, including courses in Basic Crime Scene investigation, Bloodstain Pattern Analysis, Crime Scene Photography and Forensic Entomology. The candidate conducts routine training for Crime Scene Unit personnel and Police Officers. The candidate's training and experience well exceeds the minimum qualifications of the classification and justifies placement at Range 26, step 5 within the Deputy Sheriff Association (DSA).

4. How has the Department budgeted for this additional cost?

The department has budgeted for this position as part of the position allocation list and will not place the department over the approved budget.

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Department Head Signature