



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

## Cover Memo

---

**File #:** ACT 20-069, **Version:** 1

---

**DATE:** October 29, 2020

**TO:** Personnel Commission

**FROM:** Assistant City Manager/Interim Director of Human Resources

**SUBJECT**

Review the Revised Job Description for Crime Scene Technician

**RECOMMENDATION**

That the Personnel Commission reviews and comments on the revised job description for the Crime Scene Technician classification to ensure that the employment standards are job-related.

**SUMMARY**

The job description for Crime Scene Technician has been updated to reflect that it is the entry level classification in the job series as a result of a job audit. Revisions to the minimum qualifications have been made to reflect industry standards.

**ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Crime Scene Technician Job Description - Redlined Version
Attachment III	Crime Scene Technician Job Description - Clean Version
Attachment IV	Police Department Org Chart