



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

PROPERTY AND EVIDENCE TECHNICIAN/CRIME SCENE TECHNICIAN

Pay Grade: 62 Pay range: \$20.22 - \$28.30 per hour DOE/Q plus benefits

FSLA Status: Non-exempt (eligible for overtime)

New employees usually start at beginning level of pay range

All applicants meeting the standards are ENCOURAGED to apply

The City of Prescott Police Department delivers quality Community Based Policing in active partnership with the citizens we serve. We are seeking career and community oriented individuals who desire to be a professional, positive influence in their community. We serve a family-friendly community of approximately 40,000 residents, located adjacent to Prescott National Forest. Our beautiful town square is in the heart of historic downtown and is the site of year-round community activities. To apply for this position or for details about City of Prescott benefits, please contact the City of Prescott Human Resources Department at (928) 777-1284 or hr@prescott-az.gov. For questions regarding our selection process, working conditions, or any other aspect of the Prescott Police Department, contact our Training/Recruiting Section, Officer David Fuller, at (928) 777-1915 or dave.fuller@prescott-az.gov.

JOB DESCRIPTION: The primary role of this position is as a Property and Evidence Technician. As such, the employee receives property and evidence from law enforcement officers; documents receipt of items and maintains the chain of custody; stores and safeguards property and evidence; enters all necessary data into computer system; verifies completeness of impound reports and other case documentation; prepares evidence for court and responds to request/subpoena for trials; releases items to authorized parties and documents release. Upon notification of a case closure from an appropriate authority, auctions, disposes of or destroys evidence and property or returns to owner; prepares necessary documentation, updates and maintains activity logs and reports.

Additional job duties will be as a Crime Scene Technician. As such, the employee will assist the Investigations Section in processing major crime scenes, as well as be a resource to the Patrol Bureau. A Crime Scene Technician works on the scene of a crime, collecting and preserving potential evidence, taking notes, photographing, searching, packaging, and transporting evidence, and will also assist the case agent with re-creating the crime scene. They must respond to subpoenas for trials, hearings and depositions to give testimony regarding legal cases associated with the crime scene and/or duties performed in the processing of said crime scene.

WORK SCHEDULE: This position will require a five, 8-hour day work week (40 hours), with the possibility of call out to assist with processing crime scenes. Work schedules are subject to change according to the needs of the department and/or the community.

MINIMUM QUALIFICATIONS: Applicants must be at least 18 years of age, a high school graduate or equivalent, a United States citizen, and possess a valid Arizona motor vehicle operator's license with a good driving record. The applicant must be able to pass a rigorous background investigation and other selection process criteria, and attain ACJIS certification within six (6) months. Training, education, and/or experience in handling/collecting evidence (including hazardous and biohazardous materials), forensic science, and investigations; knowledge of general police work, record keeping and records management; attention to detail and accuracy; operating a personal computer utilizing a variety of business software; familiar with copy transferring of photo files and recorded video; self motivated are preferable. This position will require lifting (up to 50 lbs), bending, stooping, and prolonged time on your feet; therefore, the applicant must be physically capable of completing the required tasks. Preference will be given to candidates with previous law enforcement investigative and trial experience.

RESIDENCE REQUIREMENT: After hire, employees must reside within 45 minutes driving time (under normal conditions) to the Police Department at 222 South Marina St, Prescott, AZ.

SELECTION PROCESS: May include written and/or functional tests, verbal review board and staff interview(s). Candidates considered for employment must successfully complete a comprehensive background investigation, pre-employment drug screening, polygraph interview, and may be required to complete a psychological evaluation due to the nature of the position. Additional interview(s) may be scheduled with Chief of Police or his designee.

Deadline: Applications must be received by September 24, 2012

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
(928) 777-1284 (928) 777-1347 (800) 748-6205 TDD (928) 777-1100 Fax: (928) 777-1213

Email: hr@prescott-az.gov **Visit our website at** www.prescott-az.gov

EEO/M/F/V/H/D/NSE Posted: September 4, 2012

Michael Kabbel _____
Police Chief

Mary Jacobsen _____
Human Resources Director

MAJOR BENEFITS FOR FULL-TIME REGULAR EMPLOYEES: Fourteen (14) days paid time off; Ten paid holidays; Employee Health and Life Insurance; Short Term Disability; Long Term Disability and Retirement benefits; Deferred Compensation Plans; Social Security benefits; other optional benefits. **PROBATION:** A twelve-month probationary period must be satisfactorily served by each officer employee.