



Evidence Technician Holbrook Police Department

Job Details

Job Location: City of Holbrook, AZ	Position Type: Full-Time
Education Level: High School Diploma/GED	Salary Range: \$42,761 - \$59,906
Job Shift: Day	Travel Percentage: Negligible
FLSA Status: Non-Exempt	Job Category: Police Department

Description

Job Summary

Under general supervision of the Patrol/Administrative Lieutenant. Secures, stores, and disposes of evidence and property according to State and Federal laws and department policies and procedures. Research lost, found and abandoned property and releases property to rightful owner.

Essential Job Functions

The following duties have been provided as examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change or rescind work assignments as needed. Some specific duties and responsibilities include:

- Receives, sorts and secures all property delivered to the Evidence Room; responsible for verifying reports against property reports to ensure accuracy.
- Operate computer systems RIMS and Spillman/FLEX to enter submitted items into the Police Department evidence tracking system.
- Accountable for security and integrity of Evidence Room; responsible for preserving the critical chain of evidence; testifies in court when subpoenaed.
- Determines the appropriate and lawful disposition of property; releases property to officers, property owners, the courts and/or other agencies; releases property for sale at public auctions; maintains an accurate accounting of all property transfers and releases.



- Conducts periodic audits of property inventory; corresponds with officers and general public regarding disposition of property; matches stolen and lost property with property inventory.
- Takes fingerprint impressions of customers for various background and application forms.
- Process bicycles received in evidence by collecting information on each bike. Check A.C.I.C. and N.C.I.C. and computer systems to attempt to identify and notify the rightful owner.
- Handle monies submitted as evidence, safekeeping or found property.
- Explain Evidence Room procedures to officers, the general public and outside agencies. Provides input into Department policies and procedures regarding evidentiary procedures.
- Assists in the procurement of supplies for evidence related materials and supplies.
- Supplies evidence packaging supplies to officers and ensures that officers are kept up to date with any crime lab changes in packaging evidence and delivers evidence to the crime lab when other resources are not available to do so.
- Performs other duties as assigned.

Supervisory Responsibility

- None

Other Duties

- Responsible for instructing and training newly hired officers in Rules of Evidence and Holbrook Police Department Policies and Procedures. Also conducts community education classes on prescription drug take-back programs and serves as the liaison between the Holbrook Police Department and the DEA for drug take-back initiatives.
- Keeps in constant contact with the Arizona Department of Public Safety Crime Lab to keep current on the police department's pending criminal cases.
- Oversees police department fleet vehicles including but not limited to scheduled maintenance and manufacturer recalls.

Desired Minimum Qualifications

Education and Experience:

- Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and;
- Two years of increasingly responsible-related experience, or any equivalent combination of related education and experience.

Special Requirements

- Valid Arizona State issued driver's license.



Necessary Knowledge, Skills and Abilities

- Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- Skill in operation of listed tools and equipment.
- Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
- Required to maintain a **"Level B"** ACJS Network Terminal Operator Certification.

Tools and Equipment Used

- Phone, personal computer including word processing software; copy machine; fax machine; two-way radio and calculator.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk, use hands to finger, handle objects, tools, or controls; and reach with hands and arms.
- The employee must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- The employee is not exposed to hazardous noise levels when performing the essential functions of the job.

Position Type/Expected Hours of Work

- This is a full-time position working on a 5/8 schedule. Monday through Friday.



Selection Guidelines

- Formal Holbrook Police Department application, rating of education and experience; oral interview an in-depth background investigation, polygraph examination, physical examination, drug screen and any job-related tests.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and job applicant and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Holbrook is an Equal Opportunity Employer.

Compensation & Benefits

Starting Salary Range: \$42,761 - \$59,906 annually.

- 11 paid holidays annually
- Employee and dependent medical, dental, vision, and life insurance coverage
- Pension and long-term disability through Arizona State Retirement System (ASRS)
- Supplemental benefits available (deferred compensation, additional life insurance)

Application Process

Interested applicants should submit a completed City of Holbrook application (available <https://drive.google.com/file/d/10zAgbmeAwpH8r490DPPO2TGPmnWs76Ef/view>), along with a cover letter and resume. Application packages may be emailed to Chief of Police, Nathan Christensen, at nchristensen@holbrookaz.gov The position is open until filled.