



**PROFESSIONAL ANNOUNCEMENT
BELOIT POLICE DEPARTMENT
BELOIT, WISCONSIN**

POSITION: Evidence Custodian

POSTING DATE: 06/28/2017

DEADLINE: 07/17/2017 4:30pm

*Application period may be extended based on number of applications received by the deadline

TYPE: External hiring opportunity—2 Part Time Positions

The City of Beloit Police Department is seeking qualified individuals with prior law enforcement experience who possesses organizational skills to maintain the Property Bureau as part-time Evidence Custodians. The Property Bureau consists of three part time evidence custodians. The position reports to the Special Operations Division Captain.

The Evidence Custodian position requires the ability to learn and apply departmental policies and guidelines, International Association for Property & Evidence (IAPE) best practices, and applicable laws and statutes governing the acceptance, preservation, safeguarding and disposition of found, recovered, or evidentiary property. The Evidence Custodian is responsible for safeguarding the integrity and chain-of-custody of evidence and other property, ensuring proper packaging, preservation and handling. See the attached position description for additional requirements, essential job functions, and KSA's.

The work schedule is part time and flexible, but will normally require coverage Monday – Friday, 8:00am to 5:00pm. Hours may vary for the good of the service and/or to accommodate the part time schedules. Overtime may be mandated.

MINIMUM REQUIREMENTS

1. High School diploma or equivalent
2. Successful completion of all appropriate evaluation and/or assessment processes.
3. Possess a valid Driver's License at time of application.
4. Prior work experience in law enforcement, criminal justice or evidence and property management is preferred, but not required.

APPLICATION PROCESS

1. Applicants must complete an application for employment, which can be accessed at: www.beloit.gov.

Application deadline: July 17, 2017, 4:30pm

SELECTION PROCESS

Applications and resumes will be reviewed and rated to determine minimum qualifications. Those determined to be eligible will participate in the following exercises:

1. An oral interview
2. Background check
 - a. Prior to hire, successful candidates must also pass a full background check, drug screen, and medical exam in addition to any other requirements.
3. Personnel file review
 - a. Candidates will be required to provide consent to access any personnel and/or internal file with their current or prior law enforcement or criminal justice agency.

The Beloit Police Department is committed to protecting the lives, property and rights of all citizens. The Department continues to evolve through enhanced leadership, strong community relationships, and modern-day policing strategies. This is a great opportunity for a committed individual who enjoys serving the public and working in a progressive, forward-thinking organization.

The Beloit Police Department has 93 full-time employees, of which 73 are sworn officers and 20 are civilian employees. The 2017 Police Department budget is \$11.4 million.

***This is an non-exempt position.* Starting salary range: \$17.61 - \$22.88 per hr. DOQ**

A copy of the position description is located on the Beloit Police website under the “How to Join” icon— www.beloitwi.gov