

## **DISPATCH COMMUNICATIONS**

Dispatch Communications Specialists are the first “First Responders”. Responsible for answering 9-1-1 calls for the Sheriff’s Office, dispatching and tracking deputy sheriffs, receiving and coordinating information while in a fast paced, stressful, computer intensive, and multitasking environment.

Working as part of a greater team, dispatchers deal with citizens, law enforcement personnel, along with fire and medical agencies to provide emergency and non-emergency assistance.

## **RECORDS**

Records Technicians perform a wide variety of duties at both the Prescott and Camp Verde facilities. General duties include data entry, preparing reports for the public and other agencies, answering and routing phone calls as well as responding to walk-in questions and requests from the public. Some of the items a Records Technician may handle is warrants, Orders of Protection, Injunctions Against Harassment, court dismissals, quashed warrants, amendments, detainers, information regarding arrests of defendants with warrants, hearings, bond information, sentencing from court documents, and releases of defendants. They are required to maintain archived files including jail records, law enforcement records, and logs as well as being responsible to purge obsolete files and data.

## **RECRUITMENT & SELECTION**

Recruitment and Selection personnel are responsible for all hiring for the Sheriff’s Office including the jail. Their initial duties include working with Human Resources to post job openings; attending job fairs; maintaining social media for job openings; as well as the testing and arranging of interviews for candidates. After a prospective candidate passes testing and interviews, Background Investigators are responsible for compiling investigative reports that include criminal history checks, reference checks and other background materials, and then making recommendations pertaining to the employment of a perspective candidate.

## **PROJECT MANAGEMENT**

Our project management team provides assistance with administrative support, technical support, and training in the use of Sheriff’s Office software applications and associated information technology. Their major responsibilities include assisting with the coordination, planning, and tracking of Sheriff’s Office projects; preparing progress reports and other written materials as needed; disseminating project information to project stakeholders; monitoring the progress of project goals and deliverables; and assisting with the implementation of IT related upgrades.

## **CIVIL**

The primary function of personnel assigned to Civil Unit is processing and serving documents initiated by the Superior Court System as well as subpoenas and writs with Yavapai County. Documents served include Order of Protection, Orders Prohibiting harassment, Writs of Execution, divorce documents, custodial papers and others. Civil process fees are determined by Arizona Revised Statue 11-445.

## **COMMUNITY RELATIONS TEAM**

Our four-person community relations team is made up of two Law Enforcement Education Deputies (LEED), a Public Information Officer (PIO) and a Crime Prevention Specialist (CCPS). You have seen them in action at the various parades in the county, safety assemblies at your local elementary school, or maybe the DUI seminar just prior to prom night. If you belong to a Neighborhood Watch Group, you are receiving their e-news bulletins. They may be a small group, but you will find them active in your area county wide and ready to help where they can.