



**THE CITY OF ONTARIO  
INVITES APPLICATIONS FOR  
THE POSITION OF:**

# **Digital Evidence Intern**

Human Resources Department - 303 East B Street Ontario, CA 91764 - [www.ontarioca.gov](http://www.ontarioca.gov)

**SALARY RANGE:**

\$10.73 - \$16.61 Hourly

**OPENING DATE:** 5/08/17

**CLOSING DATE:** 05/19/17 05:00 PM

**THE POSITION**

**Digital Evidence Intern (Police Department)**

*The City of Ontario reserves the right, if necessary, to accept applications for the first one hundred (100) applicants that meet the minimum requirements for this position.*

The City of Ontario's Police Department has an excellent internship opportunity for individuals interested in gaining valuable work experience in the field of Digital Evidence. Interns have the ability to observe in and participate in a variety of tasks that support the overall operation of the department. As with any internship experience, individuals with a desire to learn as much as possible from experienced employees will have the greatest benefit from their internship experience.

As a Digital Evidence Intern you will receive valuable hands on experience as well as an opportunity to make a positive impact on your community and your career. The Digital Evidence Intern, under the guidance of members of the Forensics Division, assists in and completes a wide variety of clerical and technical support duties. Duties may include, but are not limited to, case research, digital photography of evidence, audio/video file collections, photo and video enhancement, copy and dissemination of photo and video evidence.

A strong candidate would have demonstrated technical skills and experience with audio/video equipment, digital photography and enhancement tools such as Photoshop software.

The Administrative Intern is a paid, part-time/temporary position scheduled to work no more than 20 hours per week and is not eligible to participate in the City's health insurance or retirement plans.

**Background Investigation**

All appointments to this position are subject to a satisfactory background investigation

conducted by the Ontario Police Department. The background investigation will include the following; passing of a polygraph test and the successful completion of a post-offer medical exam (including drug screen). Candidates may be disqualified from further consideration during the background investigation for a variety of reasons including if they have: an excessive number of traffic citations and/or collisions; arrests and/or convictions; a history of illegal substance abuse; poor credit history (factors include bankruptcy, foreclosures, liens, repossessions, and recency); or thefts from a previous employer. For clarification of any of the above disqualifying reasons, please call Police Department Background Unit at (909) 395-2001. The following list describes some areas that are covered in the background investigation:

- Your relatives, references, and acquaintances are asked to comment on your suitability for a career in law enforcement.
- The information supplied regarding your educational history is examined and verified.
- You must list a history of your residences.
- Your work history and experience are examined with regard to your dependability, relationships with fellow workers, trustworthiness, and general job performance.
- Military service records are subject to verification.
- The background investigation considers your management of personal finances (however, being in debt does not automatically disqualify you).
- Your criminal, driving, and insurance records are evaluated. Felony convictions will be grounds for disqualification from the selection process.

## **The Ontario Police Department**

The mission of the Ontario Police Department is to protect life and property, solve neighborhood problems, and enhance the quality of life in our community. We do this by providing superior police services while fostering successful community partnerships.

**Pride:** Realizing law enforcement to be among the most-noble professions in the world and deriving personal and professional satisfaction from the effective performance of our duties.

**Professionalism:** It is not the job we do, it is how we do the job. Be engaging, considerate, and resourceful in actions, image, and conduct.

**Integrity:** It takes less effort to do right than it does to explain why we did wrong. The reputation of a hundred years can be undermined by the conduct of one.

**Teamwork:** Fulfilling relationships that instill pride, passion, and commitment through communication and performance. Learn from the past and embrace the future through empowerment, respect, and cooperation while seeking excellence.

Ontario is an economic leader in the Inland Empire, making it an excellent choice for a law enforcement career. We offer the opportunities and resources of a large department with the teamwork of a small one.

## **The City of Ontario**

The City of Ontario is a dynamic leading community in the Inland Empire with a variety of full-time and part-time employment and volunteer opportunities. Ontario enjoys the reputation of being a progressive City which provides solid leadership to its citizens and to the business community. The City provides a full range of services to the community including; Police, Fire, Administrative Services, Community Services, Development, Economic Development, Housing, and the Ontario Municipal Utilities Company. The City's team is staffed with approximately 1,200 full-time and 200 part-time diverse and talented employees who work to support a common goal of providing excellent service to the community.

To see our City in action please view this brief video regarding our [Focus on Service](#). We also invite you to learn more about the City of Ontario by reviewing the City's website. A few useful links are also listed below:

[Approach to Public Service](#) (General guidelines for City of Ontario employees)

[OntarioCityEmployees.org](#) (Information about City of Ontario benefit plans)

[The Ontario Plan](#) (The City's Comprehensive Business Plan)

## **EXAMPLES OF ESSENTIAL FUNCTIONS**

The functions typically performed by the Digital Evidence Intern include the following:

- Provides clerical support including filing and updating records.
- Interacts with the public and victims of crime to assist in the coordination of audio and video evidence from a variety of security systems and maintain the evidentiary chain of custody for those files.
- Assists with case research; provides copies of cold case documents and case summaries.
- Documentation of physical evidence through digital photography.
- Maintains a digital photo lab; uploads submitted photos and provides CD/DVD/print copies of photos and videos upon request.
- Photographs minor incidents and assists with photography at major incidents.
- Assists in coordinating the repair and replacement of biometric identification equipment.
- Performs other related duties as assigned.

## **QUALIFICATION GUIDELINES**

*Applications will be reviewed in the order in which they are received to determine if the applicant possesses any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:*

### **Education**

Equivalent to completion of two years of college with major coursework in Police Science, Criminology, Computer Information Technology, Administration of Justice, or Public Administration, or a closely related field.

### **Licenses**

Valid California Class C driver's license and an acceptable driving record at the time of appointment and throughout employment are required.

### **Special Requirements**

From the time of appointment, enrollment in at least 2 courses, or the equivalent to 6 semester or 8 quarter units at an accredited college or university. Ability and willingness to work a minimum of 10 hours per week. Ability to work shift work, nights, weekends, and/or holidays.

### **Desirable**

Current enrollment in upper division courses, or completion of a Bachelor's degree program. Photography experience with SLR digital cameras. Experience using enhancement tools and software such as Photoshop.

### **Background Investigation**

Candidates must demonstrate the ability to successfully complete a comprehensive background investigation conducted by the Ontario Police Department.

### **SUPPLEMENTAL INFORMATION**

#### **How to Apply**

Apply online by clicking on the "Apply" link at the top of this announcement. If this is the first time applying for a position using governmentjobs.com you will be prompted to create a new user account, otherwise log in with your user name and password. Your application and responses to any supplemental questions will be used to evaluate your qualifications for this position. It is suggested that your application include the following:

- List any relevant experience and education that demonstrates that you qualify for the position.
- List all periods of employment for at least the past 10 years, beginning with your most recent or present employer (including, if applicable, all employment with the City of Ontario).

- Separately list each position held, including different positions with the same employer.

A resume may be attached to your application but will not substitute for the proper completion of your application. Applications that are not properly completed may be rejected.

### **Supplemental Questions**

To complete your application for this position you will be prompted to respond to supplemental questions. This information will be used as part of the application screening and selection process and is designed to help you present your qualifications for this position. This may include a selection step in which your application and supplemental questions are reviewed and scored by a panel of raters familiar with this position.

Incomplete responses, false statements, omission, or partial information may result in disqualification from the selection process. Your responses should be consistent with the information provided on your application.

Please provide succinct, concise, descriptive, and detailed information for each question. If you have no experience, write "no experience" for the appropriate question.

### **Email Notices**

Email is the primary way that the Human Resources or Hiring Department will communicate with you. Please check your email account (including the SPAM folder) on a regular basis for any emails related to the application or selection process. Emails from the city of Ontario will come from "@ontarioca.gov" or "governmentjobs.com." If you change your email address after submitting your application please visit [governmentjobs.com](http://governmentjobs.com) and update your profile.

### **Frequently Asked Questions**

If you have any additional questions regarding the application process, please refer to our [Frequently Asked Questions](#) page.

### **GENERAL PROCESS**

All applications received by the filing deadline will be screened. Those candidates selected as best meeting the needs of the City will be invited to continue in the selection process.

- Candidates who successfully complete all phases of the selection process will be placed on an eligibility list. Current and future vacancies will be filled from this list. Lists typically last for 12 months but may be extended or abolished based upon the needs of the City.
- The City encourages applications from qualified individuals with disabilities as defined by the Americans with Disabilities Act. Individuals who require a reasonable accommodation to participate in any phase of the selection process must make such a request during the application process. Applicants with disabilities that affect sensory, manual, or speaking skills may be provided with a test in a format that does not require the use of the impaired skill. Persons requesting reasonable accommodation will be

- required to provide documentation of such a need.
- All potential employees are required to pass a fingerprint review and a pre-employment physical examination prior to appointment.
  - The City supports a Drug-Free Workplace. The pre-employment physical may include a drug screen.
  - Successful candidates shall be required to complete a verification form designated by the Department of Homeland Security United States Citizenship and Immigration Services that certifies eligibility for employment in the United States of America.
  - All City employees are required to sign a loyalty oath in accordance with California Government Code Section 3100.
  - The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.
  - If applicable, official college transcripts may be required prior to receiving an offer of employment.

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APPLICATIONS MAY BE REQUESTED AND FILED ONLINE

AT:

<http://www.ontarioca.gov>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

303 East B Street

Ontario, CA 91764

909.395.2442

909.395.2000

Fax 909.395.2072

[rsigler@ontarioca.gov](mailto:rsigler@ontarioca.gov)

Job #041917 Forensic Int

DIGITAL EVIDENCE INTERN

PC

An Equal Opportunity Employer

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### **Digital Evidence Intern Supplemental Questionnaire**

- \* 1. Your responses to the questions below will be evaluated along with the information provided on your employment application. Your responses below must be consistent with the information on your application, and if necessary must contain sufficient, but concise detail and organization. I understand the instructions above.  
Yes   No
- \* 2. Why are you interested in this internship opportunity with the City of Ontario?
- \* 3. Which of the following best describes your highest related level of education?
  - High School Diploma or Equivalent
  - Some College Coursework, No Degree
  - Associate's Degree
  - Associate's Degree and additional coursework
  - Bachelor's Degree
  - Bachelor's Degree and additional coursework
  - Master's Degree
  - Master's Degree and additional coursework
  - Doctorate Degree
  - Doctorate Degree and additional coursework

None of the Above

- \* 4. If you selected "Some College Coursework, No Degree Received" or "Degree and additional coursework" in question 1, how many credit hours have you completed? Select the Quarter/Semester hours that best describe your completed coursework. If you did not, select, N/A.

N/A

4 Quarter hours / 3 Semester hours

8 Quarter hours / 5 Semester hours

12 Quarter hours / 8 Semester hours

16 Quarter hours / 11 Semester hours

20 Quarter hours / 13 Semester hours

24 Quarter hours / 16 Semester hours

28 Quarter hours / 19 Semester hours

32 Quarter hours / 21 Semester hours

36 Quarter hours / 24 Semester hours

40 Quarter hours / 27 Semester hours

44 Quarter hours / 29 Semester hours

45-68 Quarter hours / 30-45 Semester hours

69-95 Quarter hours / 46-63 Semester hours

96-143 Quarter hours / 64-95 Semester hours

144-191 Quarter hours / 96-127 Semester hours

192-239 Quarter hours / 128-159 Semester hours

240 or more Quarter hours / 160 or more Semester hours

- \* 5. Please describe, in detail, all college level coursework or other formal training in crime scene analysis, forensics, or a closely related field. Please indicate degree or certification attained if appropriate.

- \* 6. All appointments to this position are subject to the successful completion of an in-depth background investigation conducted by the Ontario Police Department as well as a physical examination including a drug screening. The background investigation is a rigorous process which often takes several months to complete. A typical background investigation includes but is not limited to: background interviews with individuals designated by the Ontario Police Department (this may include current and former co-workers, friends, relatives, neighbors, or any other relevant individual), criminal background check, credit check, polygraph examination, and physiological evaluation. Candidates may be disqualified from further consideration during the background investigation for a variety of reasons including if they have: an excessive number of traffic citations and/or collisions; arrests and/or convictions; a history of illegal substance abuse; poor credit history (factors include bankruptcy, foreclosures, liens, repossessions, and recency); or thefts from a previous employer. For clarification of any of the above disqualifying reasons, please call Police Department Background Unit at (909) 395-2820. Please indicate that you have read the statement above by selecting "Yes."

Yes    No

- \* 7. Pre-Employment Background Questionnaire As an applicant for this position with the City of Ontario, you are required to complete this background questionnaire. This questionnaire supplements your application, which will be treated in the same manner. The information you provide below will be used to determine if you meet the minimum qualifications for this position. Designated employees in the Ontario Police Department

Personnel and Training Unit will review this information. Pursuant to the Americans with Disabilities Act (ADA), you are not required nor are you expected to furnish any information in this questionnaire that is of a medical nature. For example, do not report any work absences for illness or workers compensation claims. Do not discuss or report any disabilities you might have. This information is strictly medical in nature, and as this questionnaire is part of the pre-job offer background investigation, is not subject to disclosure during this portion of the background investigation. For the purpose of this questionnaire, illegal drug possession shall be defined as each time the illegal drug was in your personal possession either on/or within the body or in the hands, clothing, vehicle, home, residence, or any other area that you controlled. Please read and answer all of the questions. You are admonished to answer all questions completely and truthfully. If you are dishonest in your answers, fail to fully answer any question, or misstate any material facts, you will be disqualified from further consideration for this position. Remember that your response may be subject to verification by a polygraph examination. I have read and understand the information above.

Yes No

- \* 8. The purpose of a pre-employment background investigation, for all intents and purposes, is to verify that the application you have submitted and any statements you have made to the City of Ontario concerning your qualifications are true. The California Courts have held that an employer has a legal duty to know the persons whom it employs. In some cases, California law may mandate a background investigation before employment, while in other cases it is merely a case of public policy or prudence before placing someone in a position of public trust. Both State and Federal Courts have also held that there is an absolute necessity for public employees to be truthful. You must understand that a lack of truthfulness or deception of any type on your part will automatically and irrevocably result in your application being rejected from further consideration. For some people, there may be one or more incidents or occurrences in their background which they regret or over which they may feel some embarrassment. A prospective employer will not make inquiries into areas of a person's background which have no legitimate bearing on their qualifications for the job. However, you should understand that the mere presence of so-called "negative" information in your background is not automatically disqualifying. For example, an applicant may have engaged in petty thievery as a child, have used illegal drugs, may have been fired from a job, or even have been convicted of a crime as an adult. While these things, in and of themselves, may not automatically remove that person from consideration for a job, lying about them will. I have read and understand the information above.

Yes No

- \* 9. A pre-employment background investigation is not intended to be an intimidating experience or an unwarranted invasion into your privacy. Your background investigator will contact persons who know you, including present and/or former employers, and will examine official documents and records concerning you to assure that you have been honest in your application in order to fulfill the legal mandates imposed by the Courts and the Legislature. The more forthright you have been, the greater the likelihood that your background investigation can be completed in a timely and successful manner. ADVISEMENT TO APPLICANT I understand that any false statements and/or deliberate misrepresentations, whether by omission or commission, will result in my application being automatically and irrevocably rejected from further consideration. I certify that I have read the above statement, understand its contents, and may print a copy for my



records. My typed first and last name below indicates my understanding of the above advisement.

- \* 10. INSTRUCTIONS Carefully read and answer each question. If you answer "YES" to any question, you MUST write a complete and thorough explanation as a response to question #27. Reference your answer to the corresponding question number. All written responses must be answered completely, accurately, truthfully, and thoroughly. Provide date, locations, amounts, etc. Vague, ambiguous, misleading, or unanswered responses may be cause for disqualification from further consideration. In accordance with the Americans with Disabilities Act (ADA), do not list any medical related information or history about yourself on this questionnaire or any attached pages. Those employed with the Ontario Police Department must be able to read, interpret, comprehend, and complete police reports, forms, and other documents accurately and in a timely manner. For this reason, in addition to evaluating your moral character and suitability, we will evaluate your ability to complete this questionnaire accurately. Your ability to write clear statements, which accurately describe an occurrence, will be evaluated. If you have any additional questions, please contact the Human Resources Department at (909) 395-2442. I have read and understand the information above.
- Yes No
- \* 11. Have you ever been convicted of a crime, been arrested, detained, or questioned by any law enforcement agency?
- Yes No
- \* 12. In the past 10 years, have you committed any felony crime that was undetected?
- Yes No
- \* 13. Have you ever committed identity theft, fraud, forgery, or counterfeiting whether or not it was detected?
- Yes No
- \* 14. Have you ever had a restraining order issued against you?
- Yes No
- \* 15. Have you ever committed (detected or undetected), been accused of, or questioned about child abuse, child neglect, child molestation, or illegal sex acts?
- Yes No
- \* 16. Have you ever viewed, purchased, sold, or subscribed to child pornography? (books, magazines, internet, etc.)
- Yes No
- \* 17. Have you ever stolen anything where if you would have been caught you could have been arrested or faced criminal prosecution?

Yes No

\* 18. Have you ever stolen any money, goods, or services from a place where you worked?

Yes No

\* 19. Have you ever belonged to or associated with a subversive or militant group, criminal street gang, alliance, or organization that advocates racism or hatred toward others because of their way of life, background, culture, or customs?

Yes No

\* 20. Have you ever touched, held, or possessed any illegal drug or substance? Includes prescription medication that is not prescribed to you. (If so, provide type of substance, dates you possessed, and number of time for each illegal substance.)

Yes No

\* 21. Were you discharged from any military branch in any way other than honorable?

Yes No

\* 22. Have you ever been fired or resigned in lieu of being terminated from any employment in the past 10 years?

Yes No

\* 23. In your past 10 years of employment, have you received any disciplinary actions? (Includes suspensions, written reprimands, verbal reprimands, counseling)

Yes No

\* 24. Have you ever been accused of sexual harassment?

Yes No

\* 25. In the past 5 years, have you been issued a traffic citation? (If so, give date, location, type of violation, issuing agency, and the disposition for each citation.)

Yes No

\* 26. In the past 5 years, as a driver, have you been involved in a motor vehicle collision? (If so, give date, location, type of injuries involved, whether or not law enforcement responded, whether or not a report was taken for each collision.)

Yes No

\* 27. Have you ever driven off or fled the scene of a traffic collision whether or not it was detected? (hit and run)

Yes No

\* 28. Has your driver's license ever been suspended or revoked?

Yes No

\* 29. Have you ever been disqualified from employment by any law enforcement agency?  
(regular or volunteer)

Yes No

\* 30. Have you ever been rejected or disqualified by any law enforcement agency for any  
reason during a hiring process?

Yes No

\* 31. Please use the space below to provide a complete and thorough explanation for any  
questions to which you answered "yes."

\* Required Question