GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for receiving, securing, preserving, distributing, and disposing of physical evidence and property. This position performs a variety of predominately responsible to difficult work. Reports to a Sergeant.

ESSENTIAL JOB FUNCTIONS

Receives, packages, stores, and disposes of property and evidence to include but not limited to narcotics, knives, handguns, and other weapons; enters confiscated property and evidence information into computer system by documenting all pertinent information; barcodes with a label; and assigns a storage location and properly places items in location; prepare narcotic paperwork and evidence for laboratory testing.

Checks evidence in and out to officers for review or for court; releases evidence to owners as outlined in policy; provides information and assistance related to property and evidence by phone and in person; scans photographs of firearms into computer; run criminal history checks on firearms; and prepares, witnesses, and assists with disposal of firearms; and sorts, files, and maintains binders of evidence sheets for all property and evidence released to owners, turned over to other agencies or destroyed.

Notifies officers as needed to make corrections to forms; prepares evidence tracer forms for the officers to determine the status of evidence that is no longer needed for court; and makes money deposits of outstanding court fines owed by citizens to the Circuit Court and to the bank with unclaimed funds.

Travels to various precinct stations to pick up property and evidence from temporary storage lockers; maintains accurate documentation and a legal chain of custody of individual items of physical evidence; prepares cases for court and transports evidence to trial.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City’s Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.
REQUIRED KNOWLEDGE

- **Property and Evidence Management** - Thorough knowledge of recordkeeping and related documentation systems. General knowledge of receiving, processing, storing, releasing and disposing of all found, recovered, and confiscated property and evidence while maintaining an unbroken chain of evidence. Maintains and inventories items to ensure proper storage.

- **Technology** – Knowledge of general office equipment and personal computers to include word processing, spreadsheet, and related software.

- **Customer Service** – Thorough knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services and evaluation of customer satisfaction.

REQUIRED SKILLS

- **Computer Skills** – Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.

- **Interpersonal Relationships** – Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations. Shares knowledge with staff for mutual and departmental benefit.

- **Time Management** - Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.

REQUIRED ABILITIES

- **Communication** – Ability to communicate ideas effectively, including the preparation of reports and logs. Ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of customer service issues with tact and diplomacy in a confidential manner.

- **Judgement/Decision Making** – Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to a high school diploma and at least 2-3 years of experience in working with property and evidence.

ADDITIONAL REQUIREMENTS

Requires a comprehensive background investigation to include a local, state and federal criminal history check; sex offender registry and credit check.

Requires satisfactory results from a medical and pre-employment substance abuse testing and is subject to random alcohol and controlled substance testing.

A valid driver’s license with an acceptable driving record.
ENVIRONMENTAL HAZARDS

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, traffic, and/or violence.

PHYSICAL AND DEXTERITY REQUIREMENTS

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis; requires routine keyboard operations.

SENSORY REQUIREMENTS

The job requires normal visual acuity and field of vision, color perception, depth perception and texture perception.