

# CITY OF PACIFIC

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## JOB DESCRIPTION

**JOB TITLE: Evidence Custodian**

**Department: Public Safety**

**Reports To: Lieutenant or Designee**

**Effective Date: 07-18-2013**

This is a full-time, Fair Labor Standards Act non-exempt position. The Evidence Custodian typically works four ten- hour days or five eight-hour days, Monday through Friday, to be determined and coordinated within the department. This position may occasionally require overtime at the direction of the Lieutenant or designee. Placement in this position is subject to a through police background investigation. Civil Service Rules of the City apply and membership in the union (or its legal alternative) is required.

### MAJOR FUNCTION AND PURPOSE

The work involves performing varied specialized office support work for the Pacific Police Department. Accuracy and maintaining confidentiality of sensitive information are critical performance factors. Duties may include providing information to the public; processing various reports, logs and documents; researching crime and suspect data via automated systems; processing requests for officers. Work is subject to deadlines and conformance with numerous procedures, rules, regulations and laws.

### GENERAL FUNCTION

Under the direction of the Lieutenant or designee, receive, preserve, catalog, store and dispose of materials and property seized as evidence for criminal prosecution and maintain related records and files. Work with a variety of people including the general public, other law enforcement agencies, prosecutors, and courts.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare and maintain comprehensive records and reports related to the collection, preservation, location and disposition of evidence.
- Transport evidence for laboratory examination as required, documenting location and chain of custody as required by law.
- Maintain current knowledge of department policies and legal requirements governing the collection, preservation, and disposition of evidence.
- Auction, release, return to owner or otherwise dispose of evidence and found property in accordance with established policies and legal requirements.
- Conduct training for department personnel in areas of evidence processing requirements.
- Provide evidence for court proceedings, maintain appropriate records and testify in a court of law certifying the chain of custody.

- Conduct periodic inventories and audits of evidence inventory.
- Enter all citations, infraction and the case file information into the in house computer database.
- Order CCDR for all suspended/revoked/DUI driving citations.
- Maintain files for citations/infractions/warnings.
- Perform periodic audit of citation/infraction logs and report any discrepancies to the patrol Sergeant.
- Prepare monthly Uniform Crime Reports and submit in a timely manner to the Washington Association of Sheriffs and Police Chiefs.
- Prepare felony/juvenile filings for submission to the appropriate court.
- Review closed cases prior to filling and take appropriate action as needed.
- Order office supplies, prepare case file folders, maintain case log book.
- Service as Terminal Agency Coordinator for the ACCESS system including monthly validations, maintaining training records, administering recertification test, working with ACCESS auditor during biennial audit, and ensuring all personnel maintain current certification.
- Prepare monthly report for distribution to Mayor, City Council, Public Safety Director.
- Compose, type and edit a variety of correspondence, reports, memoranda procedures, and other material requiring judgment as to content, accuracy and completeness.
- Maintain department records and dispose of same in accordance with Office of the Secretary of State, Division of Archives and Records Management Guidelines and General Records Retention Schedules.

#### KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of general office procedures; working knowledge of police terminology, procedure, and rules of evidence and applicable laws, some knowledge of legal proceedings.
- Skilled in the operation of various office equipment; oral and written communication; record keeping; processing and disposing of evidence in accordance with legal requirements and department policies; maintaining records and preparing reports.
- Ability to establish and maintain cooperative and effective working relationships with employees, other departments, officials and the public; effectively communicate on a one-to-one basis; maintain accurate records; type and enter data accurately; understand and follow oral and written directions; work independently with little direction.

#### WORKING CONDITIONS

Work is normally performed in an office setting. The employee may be required to work out of doors and/or at a crime scene away from the office setting. Employee will be required to work with computers, perform repetitive motion tasks, and to lift and carry up to 20 pounds. The employee must be able to hear audible alarms and to verbally communicate by two-way radio and telephone.

# CITY OF PACIFIC

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## JOB DESCRIPTION

JOB TITLE: Police Specialist II

DEPARTMENT: Police

REPORTS TO: Lieutenant or designee

EFFECTIVE DATE: June 2, 2015

This is a full-time, office/clerical position. The regular work schedule is four ten-hour days, or five eight-hour days, to be determined and coordinated within the department. The position may occasionally require overtime at the direction of the Lieutenant or designee. Placement in this position is subject to a thorough police background investigation (to include a polygraph and drug screening). This is a Fair Labor Standards Act non-exempt position. Civil Service Rules of the City apply and membership in the union (or its legal alternative) is required.

### MAJOR FUNCTION AND PURPOSE

Provide general assistance to the Public Safety Director and perform clerical functions in support of the operation of the Police Department.

### GENERAL FUNCTION

Under the supervision of the Lieutenant or designee, the Police Specialist is responsible for handling sensitive and confidential information on behalf of the Public Safety Director/Chief of Police. Duties will include maintaining official and confidential Police Department records, and administration of the standard operating policies and procedures for the Police Department. This is a highly confidential position, which may from time to time isolate the employee from other City employees. This position works closely with other police and fire personnel, community volunteers and student volunteers. Must have a good understanding of the legal process and be able to interact effectively with attorneys, courts and correctional staff in a professional and competent manner.

### SUPERVISION RESPONSIBILITIES

This is a non-supervisory position.