

CITY OF PACIFIC

JOB DESCRIPTION

JOB TITLE: Evidence Custodian
REPORTS TO: Lieutenant or Designee

DEPARTMENT: Public Safety
EFFECTIVE DATE: May 25, 2016

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, 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 thorough 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 items 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.
- Assist the public at front counter.
- Answer phone calls and direct to appropriate personnel.
- Enter all citations, infractions and case file information into the in-house computer database.
- Maintain files for citations/infractions/warnings.
- Perform periodic audit of citation/infraction logs and report any discrepancies to the patrol Sergeant.
- Prepare felony/juvenile filings for submission to the appropriate court.
- Review closed cases prior to filing and take appropriate action as needed.
- Order office supplies, prepare case file folders, maintain case log book.
- Serve as Terminal Agency Coordinator for the ACCESS system, including monthly validations, maintaining training records, administering recertification tests, working with ACCESS auditors 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 evidence 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.
- Work with the Pacific Municipal Court in multiple ways- to include arranging transports, addressing court documents, scheduling traffic school classes, etc.

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-on-one basis; maintain accurate records; type and enter date 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 outdoors 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.

MINIMUM QUALIFICATIONS

- Two years of college and/or business school with specialized course work in general office practices such as typing, filing, accounting and bookkeeping.
- At least 21 years of age.
- Two years of related work experience, preferably a criminal justice agency.
- Valid Washington Driver's License.
- Experience with Microsoft Word, Windows, and Microsoft Outlook.

OTHER

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed. The City reserves the sole right to add, modify, or exclude any essential or non-essential requirements at any time, with or without notice. Nothing in this job description is intended to create a contract of employment of any type.