

EVIDENCE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible non-supervisory position in the Police Department, the primary duties of which are the responsibility for the accurate accounting and security of all property in the evidence room and verification of the proper chain of custody for evidence. The Evidence Officer is responsible for the lawful disposition of property maintained in the evidence room. The employee of this class report to and perform their duties under the general supervision of a superior officer as designated by the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Prepares, identifies, and maintains assigned evidence by receiving, sorting, and securing all property delivered to the evidence room. Provides security of evidence in the evidence room and releases property to officers, property owners, the courts, and other agencies in accordance with appropriate and lawful disposition of property. Maintains an accurate account of all property transfers and releases. Explains evidence room procedures and disposition of evidence to officers, the general public, and outside agencies. Verifies evidence reports against property to ensure accuracy. Ensures that all efforts are taken to make the property room safe and secure for employees as well as property.

Prepares and maintains records and reports related to evidence and periodically inspecting systems and facilities for maintaining such. Writes and maintains manual and computerized records related to evidence including custody documents, chain of custody documents, property receipts and related reports. Maintains detailed filing systems and records for booked property, photographs, correspondence, forms, records, and reports. Sets up filing system and personally files all forms and records required. Records pertinent information on log sheets relating to daily work activities, time usage, vehicle mileage or maintenance, or other required information.

Promotes a positive image of the work of the department in the daily performance of duties. Answers telephone inquiries about the operation of the Evidence Division and answers questions for the public about the department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must not be less than twenty-one (21) years of age.