

## **EVIDENCE AND RECORDS CUSTODIAN**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class comprises a highly responsible, non-supervisory position, the primary duties of which include receiving and maintaining all property in the evidence room, as well as processing and maintaining specialized departmental records and reports relating to the Evidence Division. The Evidence and Records Custodian is responsible for the security and lawful disposition of evidence, enters data into the department computer system and compiles data for reports. The employee in this class has the authority to act independently following standard operating procedures and reports to and has work reviewed by the Assistant 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.

Receives, sorts and secures all property delivered to the evidence room. Prepares, identifies, and maintains assigned evidence, verifying evidence reports against property to ensure accuracy. 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. Matches stolen and lost property with property inventory. Handles monies submitted as evidence. Conducts audits of property inventory. Prepares unreturnable items for disposal in accordance with department policies, court orders, federal laws, and state statutes. Directs all efforts for the safety of police personnel and evidence by securing the evidence in evidence room. Explains storage procedures and disposition of evidence to officers, the general public, and outside agencies. Transports evidence and materials to forensic labs or other agencies for investigation and analysis.

Responds to all crime scenes and accident fatalities in order to search for and collect physical evidence at a crime scene. Documents scene by taking photographs and video, and preparing crime scene sketches. Attends autopsies in order to photograph and collect evidence. Collects, preserves, classifies and performs basic analysis of fingerprints, photographs and other physical evidence. Assists police or court personnel in the preparation of physical evidence and documentation relating to such for court. Testifies in court when required.

Receives, prepares and maintains records and reports relating to the Evidence Division, periodically inspecting systems and facilities for maintaining such. Completes and maintains manual records or enters computerized records 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. Personally files by organizing alphabetically, numerically or chronologically. Keeps records on the location of materials removed from files and to whom materials were released. Maintains library or archives of materials for reference by department personnel.

Operates a computer terminal in order to enter or remove information from files. Retrieves information or documents from hard copy files and the computer database. Performs appropriate back-up as necessary. Sends, retrieves and copies pertinent information needed by the department by operating a facsimile machine and copying machine.

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, general educational development (G.E.D.) 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 G.E.D. certificate.

Must possess a valid driver's license.

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