

EVIDENCE CUSTODIAN

Position Code: 1865

WC Code: 8810

FLSA Status: Non-Exempt

Pay Grade: 347

Location: Police

Approval Date: 2017

General Statement of Duties

This position involves receiving, inventorying, controlling and disposing of evidence seized by officers of the Mooresville Police Department. Work is performed under the supervision of the Records Manager.

Duties and Responsibilities

Logs, stores, dispenses, destroys and releases evidence. Purposes include releasing to owners, releasing for court purposes, safekeeping and/or destruction depending upon the case.

Maintains evidence/property in a manner that secures the items from theft, loss or contamination and in such a manner that item(s) can be easily located.

Provides evidence training to other departmental personnel.

Maintains chain of custody for all items and documentation submitted.

Ensures timely and legal notifications of owners of recovered/found property.

Releases/disposes of property recovered, found or seized by Department.

Operates computer terminals to access information regarding case dispositions and other related information involving the proper disposition of property and evidence.

Enters property received into the Department's records management system and attaches barcode(s) to evidence and property.

Conducts periodic inventories of property and evidence.

Releases property to authorized personnel for court purposes.

Coordinates the disposal of unclaimed property, narcotics, weapons, explosives and hazardous materials as required by Departmental policy and State/Federal law.

Testifies in court as to evidentiary chain of custody.

Performs background checks for weapons release via DCI.

Stays abreast of local, state and federal law involving property and evidence handling.

Recommends appropriate changes in relevant policy.

Maintains clean/orderly property storage.

Completes associated administrative tasks as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of applicable laws, regulations and directives pertaining to evidence security.

Thorough knowledge of local, state and federal laws pertaining to evidence procedures.

General knowledge of police methods, practices and procedures.

Ability to communicate effectively both orally and in writing.

Ability to type accurately and neatly.

General knowledge of laws, regulations and procedures for custody, storage, tracking and handling of records.

General knowledge of weapon and firearm safety and handling.

General knowledge of principles and procedures of record keeping.

General knowledge of operational procedures of police records keeping systems.

General knowledge of standard office equipment and procedures including database and word processing software.

Ability to multi-task, prioritize and meet deadlines.

Ability to establish and maintain effective working relationships with co-workers and the public.

Physical Requirements

Must be able to perform the basic life operational functions of reaching, pushing, pulling, lifting, fingering, talking, hearing and perform repetitive motions.

Must be able to perform light work exerting up to 50 pounds of force occasionally and 10 pounds of force frequently.

Must possess the visual acuity to perform extensive reading and computer terminal work.

Minimum Education and Experience

High School Diploma or GED and two years of administrative experience; or equivalent combination of education and experience. Completion of IAPE Certified Property and Evidence Specialist program preferred.

Special Requirements

DCI and North Carolina Notary Public certifications required within one year of hire.