

South Jordan City

Job Description

Title:	Evidence Custodian	Effective Date:	9/08/16
Org:	100600	FLSA:	Non-Exempt
Pay Grade:	6	Workers Comp:	Municipal

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Secure, store, and dispose of evidence according to State and Federal laws in accordance with department policies and procedures.

SUPERVISOR

Deputy Chief of Police

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s supervisor.

Job attendance is required, except for authorized leave.

Perform a variety of clerical and technical law enforcement duties related to the receipt, handling, organization, storage, release, transportation, processing, and disposal of evidence. Transfer information from paperwork to computer and file paperwork. Process and retain accurate, orderly records.

Receive evidence through intake lockers. Maintain evidence labeling. Detect, collect, and preserve physical evidence found at crime scenes; process and analyze fingerprinting, photography, and physical evidence. Sort evidence and properly assign it to protective storage. Transport to and receive property and evidence from the state crime lab or AFIS.

Respond to phone calls from the public regarding evidence. Pull items and release them to the public or to officers for the court.

Assist/train officers in evidence booking procedures.

Sort items that are listed to be destroyed. Ensure items are destroyed and documentation is completed. Update computer information for destroyed items.

Conduct audits of property room. Maintain evidence room in a condition that it is prepared for outside audits at all times.

Send dispositions to officers on established intervals; receive dispositions back. Send letters to the public on all property that is listed to be released. Process bicycles received in evidence. Handle monies submitted as evidence, safe keeping or found property.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

2. Special Qualifications:

Valid Utah Class D Drivers License

May be required to complete training in photography, forensics, and/or fingerprinting

3. Knowledge, Skills and Abilities:

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

Basic skill in using Microsoft Office products (Word, Excel, PowerPoint, Outlook). Critical thinking, social perceptiveness, attention to detail, and basic public relations skills.

Ability to use proper grammar, spelling, and punctuation; interpersonal communication skills; modern filing systems related to alphabetical and numeric files; telephone systems; telephone etiquette; operation of a variety of standard office machines including computer terminal, fax machine, and copy machine, etc.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; maintain strict confidentiality related to sensitive administrative and legal information; work under time pressures and deadlines.

4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls, but may be required to occasionally work outside in all types of weather conditions. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. Common eye, hand, finger, leg, and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking. Frequent local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Part Time General Pay Plan	EEO-4 Class:	Para-Prof
Location:	Police	EEOP Class:	Tec
Group/BU:	General Pay Plan	Tech-Net Match:	