

# South Jordan City

## Job Description

<b>Title:</b>	<b>Property and Evidence Coordinator</b>	<b>Effective Date:</b>	<b>1/1/2018</b>
<b>Org:</b>	<b>100600</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Pay Grade:</b>	<b>13</b>	<b>Workers Comp:</b>	<b>Municipal</b>

### GENERAL PURPOSE

Responsible for property and evidence operations including the supervision of evidence custodian within the police department. Manage evidence room, police equipment inventory, and field response for evidence collection. Daily activities include the receiving, storing, releasing, and maintaining security of a wide variety of police equipment and property, confiscated property, evidence, and vehicles in a warehouse environment.

### SUPERVISOR

Police Lieutenant

### POSITION(S) SUPERVISED

Evidence Custodian

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Maintain certifications and other training requirements associated with the response and processing of crime scenes.

Safeguard and maintain the integrity of all issued police equipment, evidence and the chain of custody in accordance with state laws, City ordinances, and department policies and procedures. When authorized, destroy or surplus property as required and outlined by law or regulation.

Conduct audits of police-issued property and the evidence room. Maintain evidence room in a condition that is prepared for outside audits at all times.

Receive, verify, catalog, store, retrieve, transfer and dispose of property and evidence; process narcotics for disposal; process firearms for release, auction or disposal; Observe and inspects submitted property and evidence to determine compliance with prescribed packaging and submission standards. Compare theft reports to recovered property/evidence in order to return found property. Reviews case records to determine disposition of accumulated evidence.

Receive, store, and dispose of bicycles and motorized vehicles; review criminal history background checks to determine appropriate release of firearms; review criminal history background checks to determine appropriate release of firearms; and responsible for internal and external customers communication via the telephone, email, and in face-to-face contact. Compare bike theft reports to recovered bikes in order to return bikes to owners..

Maintain and use a computerized bar-coding system to track the evidence inventory. Enter data into a computer terminal to create a database for evidence tracking and perform warrant checks on individuals before issuing claimed items.

Instruct and train employees on-the-job regarding the proper packaging, submission, acceptance storage, transfer, return and disposal of property or evidence. Prepare written documents including: impound records, incident reports, logs, and letters in order to document the location of evidence.

Communicate with the general public and/or other City employees concerning inquiries and complaints regarding the receipt and return of property and evidence, and case dispositions indicating final action on property or evidence.

Communicate effectively, both verbally and in writing with investigators, City and County Prosecutors, other law enforcement members and/or property owners regarding the status of property and evidence being held.

Prepare boxes of materials to return property to owners via the mail service or other private carriers. Operate a vehicle equipped to pick up evidence at other departments and crime scenes and deliver property. Perform physical inventories by comparing inventory to the evidence tracking database and to impound records. Sort and files impound records and other documents related to the receipt, storage and disposal of property and evidence.

Comprehend and makes inferences from written material including, but not limited to; property/evidence impound records, police reports, court documents, memorandums, policies, laws and other similar documents to account for evidence as it is received, transferred or destroyed.

Complete all job-related training in the classroom or on-the-job training related to all aspects of evidence inventory control, security, storage, processing and disposal.

This position is subject to emergency and/or scheduled call-out.

Capable of performing all duties of Evidence Custodian

Perform other duties as assigned.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from High School or G.E.D.
  - AND
  - B. Two (2) years' experience in warehousing, inventory control, or an appropriately related field, preferably in a law enforcement and/or high security environment.

2. Special Qualifications:

Valid Utah Class D Drivers License  
 Marijuana Leafy Identification Technician Certification  
 Field Identification Drug Officer Certification  
 Preferred Training:  
 Advanced Forensic Investigations for Hazardous Environments  
 Latent Print Detection, Enhancement & Collection  
 Advanced Crime Scene Academy  
 Crime Scene Management  
 DNA evidence Identification and Collection  
 POST Crime Scene Academy

3. Knowledge, Skills and Abilities:

Knowledge of principles, practices, and methods of warehousing, evidence collection and processing, inventory control, material handling, storage, record keeping, and property accounting; and computer terminal data input and retrieval processes.

Ability to learn applicable federal, state, and local criminal and civil laws, codes, and regulations; learn police, court systems, and criminal procedures relative to the processing, retention, and disposal of evidence; learn safety and security methods and practices involved in the handling and storage of firearms, weapons, narcotics, drugs, money, and dangerous devices; maintain legible, complete, and accurate records and related documents;

Establish and maintain effective working relationships with coworkers, supervisors, other City employees, and the general public.

Skill in working with evidence contaminated with a variety of hazardous items including: chemicals, pesticides, paints, insecticides, weapons, narcotics, drug paraphernalia, poisons, body fluids, flammable and explosive materials, currency, and unsanitary materials using normal protective equipment to properly handle and destroy the items.

4. Working Conditions:

Moderate physical effort, comfortable working conditions, and handling of light to moderate weights. Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Subject to extreme weather conditions. May be required to respond to incident scenes. Subject to extended exposure to computer monitors. Considerable exposure to stressful situations as a result of multiple and conflicting deadlines. human behavior and monitoring emergency situations. Frequent local travel may be required. May be required to work non-traditional hours.

*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*

<b>Job Class:</b>	<b>Municipal Non-Exempt</b>	<b>EEO-4 Class:</b>	<b>Adm Support</b>
<b>Location:</b>	<b>Police</b>	<b>EEOP Class:</b>	<b>Adm Support</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>1772</b>