



POSITION DESCRIPTION

Position Title: Evidence Custodian, Police Department

Reports to: Deputy Chief – Specialized Operations

Status: Regular Full-Time, Non-Exempt

Grade: VI

Hours of Work: Primarily Day Shift; occasional night and evening

Statement of Duties

Civilian position involving the collection, receipt, recording, custody, security and disposition of all recovered property, evidence and contraband coming into the custody of the Police Department. Maintains evidence in an organized way in compliance with CALEA standards.

Supervision

Employee works under the general supervision of the Deputy Chief of Police. Employee plans and carries out regular work in accordance with standard practices and previous training, with considerable responsibility for determining the sequence and timing of action and substantial independence in planning and organizing work activities, including determining the work methods. The employee is expected to solve, through experienced judgment, most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with the supervisor, but ordinarily the employee plans the work and carries it through to completion independently. Work is generally reviewed for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Employee has regular access, at the departmental level, to a wide variety of confidential information, including police reports of a sensitive nature, criminal and internal investigations, property and/or evidence records and court records.

Job Environment

Work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents that may be complex or conflicting at times. Judgment is used in analyzing specific situations to determine appropriate actions and can be stressful.

Errors can result in missed deadlines, adverse public relations, monetary loss, legal repercussions, evidence being inadmissible at trial, jeopardizing programs, and risk loss of the Department's accreditation status.

Position has interactions mainly with internal co-workers and requires ordinary courtesy and tact. Employee interacts with co-workers to give and receive information regarding work. Contacts with the public may be required on an occasional basis. Other contacts may be with governmental agencies and possibly vendors for the purpose of giving or receiving information and assistance in coordinating work.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to, or extension of, the position.

Essential Functions

1. Manages and oversees property room, including evidence intake, maintenance, disposal, and security of evidence. Coordinates disposal of property and evidence as authorized by department regulations and state statutes.
2. Manages evidence chain of custody. Prepares and maintains computer and paper files and reports recording the collection, storage and handling of evidence and property to document the chain of custody. Testifies in court concerning evidence storage and custody.
3. Determines appropriate means for evidence processing, either through crime laboratory or at a department approved forensic laboratory. Manage chain of custody through processing, and ensure processing is conducted in a timely manner.
4. Maintains supply room and evidence recovery and preservation equipment is in good working order and in sufficient supply. Maintains health and safety equipment, including bio-hazardous and bloodborne pathogen protection equipment.
5. Performs police administrative functions such as: organizes and prepares required reports on a daily, monthly and annual basis; accurately maintains and updates files on a daily basis. Prepares annual budget, makes purchases to maintain supplies and equipment. Performs periodic inspections of property in accordance with policy.
6. Transfer evidence, both physical and digital, to and from the State's Attorney's Office, as well as releasing evidence to property owners in accordance with policy and state statute.

7. Performs processing of crime scenes and collection of evidence in accordance with training and department policy.
8. Performs related duties as assigned.

Physical and Mental Requirements

Employee works in an office environment and is required to sit, talk, see, listen/hear, use hands, walk, stand, stoop, kneel, crouch, and reach while performing duties. Employee occasionally lifts up to 30 lbs., and seldom lifts up to 60 lbs. Equipment operated includes office machines, computers, dolly, cart, and incinerator.

Occupational Risks

Duties generally do not present occupational risk. Injury could occur, however, through employee failure to properly follow safety precautions or procedures.

Education and Experience

A candidate for this position should have a High School diploma or equivalent. Five years' experience in police or municipal government or equivalent required. CALEA experience preferred.

Required Certification

- Valid Illinois driver's license

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of the following:

- General knowledge of Local, State and Federal Criminal Statutes
- General Practices related to Law Enforcement to include the applicable rules, regulations, and case law
- Working knowledge of Police Department operations
- Modern office practices and procedures
- Servant leadership practices and principles

Skill in:

- Evidence maintenance
- Use of computer software programs and applications
- Organization and time management

And the ability to:

- Maintain accurate, detailed records and information
- Prioritize work and perform multiple tasks simultaneously
- Work independently and as a team member
- Identify core issues when problems arise, identify solutions, and recommendations.