



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Evidence Custodian</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Administrative Deputy</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>01/20</u>
<b>DEPARTMENT:</b> <u>Sheriff</u>	<b>JOB CODE:</b> <u>603</u>	

### **SUMMARY:**

Under general supervision of the Administrative Deputy or designee, takes custody of physical evidence held for investigations and maintains the chain of custody, collects, receipts for, transports, stores, releases, and properly disposes of evidence and personal property held for safekeeping by the department.

### **ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

- Receives property and evidence from law enforcement, inventories, documents, tags, and secures items in the evidence facility.
- Inspects and audits all incoming property and evidence ensuring policies and procedures related to packaging, labeling, and submission are followed.
- Maintains clear and accurate records of all property/evidence received, property/evidence transferred, property/evidence submitted to various laboratories for examination, and the disposition of property/evidence.
- Facilitates or transports evidence to the court and testifies regarding chain of custody and/or receipt of testing results.
- Conducts periodic audits of the property rooms to ensure full accountability for all property and evidence.
- Responds appropriately for requests for copies of digital media and requests to view evidence.
- Effectively communicates status of evidence or property to other staff, deputies, attorneys, other law enforcement agencies, and the general public.
- Input various detailed records into computer and maintain accurate data.
- Returns or coordinates the return of property to owner(s) or properly disposes of property and evidence upon final disposition of court case(s).
- Assists in responding to various sunshine law requests.
- Cross-trains on essential functions of other positions in the Services Branch.

- Assists in the training of personnel.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILLS:**

1. Knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
2. Knowledge of the criminal justice system in the State of Missouri.
3. Knowledge of legal processes and terminology.
4. Knowledge of the principles and practices of evidence handling.
5. Knowledge of filing and electronic record keeping systems.
6. Some knowledge of Boone County Human Resources policies and practices.
7. Ability to efficiently operate personal computers and standard software applications related to law enforcement processes and procedures, including records management software, jail management software, and Microsoft Windows and Office Suite.
8. Ability to process, accurately interpret, and understand several pieces of information received from several separate sources at one time.
9. Ability to meet deadlines; accept direction; carry out directives; and comply with policies, rules, and regulations.
10. Ability to learn and apply department, county, state, and federal guidelines, policies, procedures, rules, and statutes to perform essential functions of position.
11. Ability to learn, apply, and utilize relevant terminology and documents assigned functions.
12. Ability to become MULES certified after six (6) months of hire.
13. Ability to testify in court.
14. Ability to use redaction tools and software as appropriate for sunshine law requests.
15. Ability to utilize sound reasoning, as well as ability to make sound decisions.
16. Ability to work well with groups of managers, other county employees, court professionals, other entities, and the general public.
17. Ability to meet deadlines; accept direction; carry out directives; and follow instructions.
18. Ability to work independently and as part of a team.
19. Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.
20. Strong ability to maintain a high level of accuracy and attention to detail.
21. Strong ability to multi-task and successfully prioritize a large workload.
22. Skill in mathematics sufficient to take and receipt cash money, accurately calculate and give change, add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals.
23. Skill in communicating with co-workers, attorneys, courts, and the public.
24. Skill in keyboarding and the use of standard office equipment.
25. Expert skill in maintaining confidentiality and handling confidential information.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting; however, work is often performed in a warehouse/storage setting (i.e. – evidence property room). Must possess

vision to read printed materials and a computer screen; as well as hearing and speech abilities to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT keyboarding, side-to-side turning of neck, walking, standing, bending, and stooping, pushing/pulling, twisting at waist, squatting, kneeling, reaching above shoulder height. OCCASIONAL moderate grasping to manipulate objects; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 50 lbs. and transporting over significant distances as needed.

Must be able to safely operate an automobile.

**WORK ENVIRONMENT:**

This position primarily operates in a professional office environment and requires appropriate appearance and attire. This position routinely uses office equipment such as but not limited to computers, calculators, multi-line telephones, photocopiers, printers, scanners, binding machines, recording devices, filing cabinets, and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

This position will regularly be required to handle a variety of weapons, ammunition, bodily fluids, sharp objects, drugs, drug paraphernalia, items that are classified as biohazards, as well as other property and evidence that could be hazardous to employee health if improperly handled.

Position requires the ability to work overtime when necessary, as well as, the ability to work different shifts, including holidays and weekends.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED; must be 21 years of age or older; must not have any felony convictions or convictions for crimes involving moral turpitude; must not have other criminal convictions within the last 2 years, excluding minor traffic violations; no marijuana use or possession in the past two (2) years, and no other illegal drug use or possession in the past five (5) years; vision acuity correctable to 20/40 in at least one eye; must possess a valid operator's license at time of application and a valid Missouri operator's license at time of appointment; must be able to obtain MULES certification. Applicant must pass a pre-employment drug screen, demonstrate the ability to type 35 net WPM, possess vision to read a computer screen and printed materials as well as safely interact with the public, and possess hearing and speech abilities to communicate in person and over the telephone.

Applicant must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

**PREFERRED QUALIFICATIONS:**

At least two (2) years relevant clerical experience or an equivalent combination of education and experience.

*Please note this job description is not designed to cover or contain a comprehensive listing of functions, tasks, activities, duties, responsibilities, knowledge, and skill that are required and deemed necessary for all incumbents of this class. Specific functions, tasks, activities, duties, responsibilities, knowledge, and skill may change at any time with or without notice.*