



Records & Evidence Custodian
EEO Class Code: Administrative Support Worker
Union Status: Unclassified
FLSA Code: Non-Exempt

The Town of Pembroke Park Job Description

Department: Police
Supervises: None
Position Reports To: Deputy Chief of Police
Sworn: No

Job Specifications

NATURE OF WORK

Receives, organizes, preserves, secures, and transports evidence to various labs; releases, returns, and disposes of evidence & property held by the Police Department. Stores hazardous materials in proper storage facilities; keeps records and bank deposits, develops, and maintains policy & procedure manual; maintains accurate records, integrity, and chain of custody of all property and evidence. Maintains all police Records; resolves problems according to established procedures; and performs other related duties and special projects as assigned.

ESSENTIAL JOB FUNCTIONS

- Receives, logs, inventories, controls, sorts, and secures all property/evidence delivered for handling; oversees an accurate accounting system of transferred and released property.
- Maintains constant integrity of evidence and property received.
- Stores hazardous materials in proper storage facilities.
- Assists with development and maintenance of policy and procedure manual.
- Provides chain of custody, records, reports, and correspondence on all property and evidence.
- Determines appropriate and lawful disposition of property; releases property to officers, property owners, the courts, and other agencies; and releases property for auctions.
- Oversees security and integrity of evidence rooms and warehouses; verifies evidence reports against property reports to ensure accuracy of evidence; and testifies in court when subpoenaed
- Ensures proper labeling of property and evidence; catalogs property and evidence in computer systems; conducts periodic cash and property audits; transports evidence to lab for processing; and stores evidence.
- Prepares for Town audits/accreditation inspections and audits.

- Disposes of narcotics and firearms as directed by policy and disposes of all property and evidence according to State statutes and department policy.
- Makes basic tabulations, prepares written reports, and makes arithmetic calculations as required; balances cash reports, compiles and makes evidence cash deposits.
- Operates a motor vehicle as required to transport items and may be required to operate a forklift, scissor lift or other small machinery, to transfer evidence to and from high locations.
- Runs a criminal history check on all persons claiming firearms to ascertain current warrant information and history.
- Prepares for disposal of evidence, i.e., general destructions, and auctions; prepares related paperwork concerning evidence disposal.
- Prepares evidence for court proceedings.
- Receives and responds to information request from other departments and the public regarding receipt and return of evidence property and case dispositions
- Ensures proper retention of records
- Maintains and produces Police related documents for various reviews; distribute printed copies; updates various Police reports; accesses, enters data and updates local, state, and federal computer databases.
- Organizes materials according to priority; refers to established procedural guidelines in carrying out assignments.
- Assists public, departmental personnel and representatives from other agencies in obtaining Police related information.
- Reviews, inputs, and processes Police related documents and responds to requests for documents from various departments.
- Maintains organized and accurate filing system.
- Reviews and processes requests for background checks.
- Processes arrest data and mail requests and review responses for quality; completes daily productivity reports.
- Performs related work as required

MINIMUM QUALIFICATIONS

- High school diploma or GED;
- Must be eighteen (18) years or older at the time of employment.
- Must possess or be able to obtain by time of hire, a valid State of Florida Driver License without record of revocation in any state and maintain throughout employment.
- Must have no felony convictions or disqualifying criminal histories within the past seven (7) years.
- Must be able to read and write the English language.
- One (1) to three (3) years of related experience in a law enforcement agency; including at least one (1) year work experience in a job related to technical law enforcement support activity
- Must be able to successfully obtain certification from the Property and Evidence Association of Florida and the International Property and Evidence, Inc.
- The position involves medium physical demands, such as exerting up to fifty (50) pounds of force occasionally, and/or up to twenty (20) pounds of force frequently, and/or up to ten (10) pounds of force constantly to move objects.

- In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions to perform this job successfully.

ADDITIONAL INFORMATION

Applicants who demonstrate they meet the minimum requirements may be subject to an extensive selection process and screening program, which may include, but not be limited to:

- Evaluation of training and experience
- Psychological evaluation
- Polygraph examination
- Background investigation
- Medical evaluation
- Controlled substance screening

STATE OF EMERGENCY

When normal operations of Town departments are suspended or interrupted due to a declaration by the Mayor that a state of emergency exists, all employees will be deemed critical by the Town. For the preparation and/or continuation of emergency operations or for special work detail, employees deemed necessary shall be required to work. This is a condition of employment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area
- Ability to work in a computer station for an extended period
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work nights and weekends for special Town events, Commission meetings/workshops, emergencies, and other Town-related activities.

The Town of Pembroke Park is an Equal Opportunity Employer that does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.