



## 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.*