

## Evidence Control Officer

### GENERAL SUMMARY

Primary function of the job is to coordinate evidence intake, storage, transfer, and release. Employees in this job work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position may require travel by the employee in the employee's own vehicle.

### PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Receives, packages, and enters items into evidence and tracks on computerized programs.
- Ensures the safeguarding and proper storage of evidence while on the premises and/or in transport.
- Locates, retrieves, and documents chain of custody for evidence or property from Officers, Detectives, Prosecutors, Judges, and/or other applicable individuals in accordance with established policies and procedures.
- Travels to crime lab to deliver and accept evidence.
- Maintains proper handling and disposal, auctioning, or return of evidence.
- Maintains lost and found items.
- Sorts and files materials (paper, computer, or imaging), retrieves file materials, and keeps a record of file movement.
- Sorts and processes incoming and outgoing mail
- Monitors and maintains appropriate levels of supplies and materials in support of unit operations and activities.
- Provides orientation for new officers on evidence room procedures.

### EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- High School Diploma or G.E.D., supplemented by some college level course work in law enforcement, criminal justice, or related field.
- Two to four years directly related experience

### CERTIFICATIONS, LICENSES

- Possess and maintain valid Michigan Driver's License and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.
- Must be able to be a sworn member of the Sheriff's Office

**CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

- In compliance with Michigan Statutory Provision for the office of Sheriff, the Sheriff of Grand Traverse County reserves the right to make the final decision regarding both the application of these requirements and the hiring of an appropriate applicant for this position within the department

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

#### **DISTINGUISHING CHARACTERISTICS**

Work involves gathering and analyzing information to determine the best course of action, based on general guidelines or rules of operations requiring the use of judgment to choose alternatives, many of which may be correct, but one is better than another depending on the situation. Errors at this level could cause serious, but short-term consequences involving significant financial impact or cost, reduced service to the public, and/or strong negative citizen reaction requiring intervention from a higher-level manager and could impact others outside of the department.

- This job is not part of a series.

#### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- May be exposed to fumes or airborne particles, infectious diseases, criminal suspects or prison inmates, explosives, and flammable materials.
- May occasionally be required to lift/move up to 50 pounds.

**KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Knowledge of English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of laws, standards, and procedures regarding maintenance and disposal of evidence
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners, and telephones
- Skill in use of personal computer software, including spreadsheets and word processing
- Ability to compose routine correspondence, and to maintain computerized records
- Ability to comprehend, process and apply verbal and written skills appropriate to the job
- Ability to accurately organize and maintain paper documents and electronic files
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with clients, co-workers, and representatives of other agencies
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently