



Property & Evidence Custodian

Department:	Marshal's Office	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision the primary role of this position is to securely store and document the chain of custody for all items received by the Marshal's office during normal operations. This includes the proper documentation of evidence from receipt, to preparation and potential release to the court for trial and ultimate disposal or return as per Arizona Revised Statutes. In addition, enter the information on the property and evidence received into the computer system after verifying the completeness of the impound reports., research the potential owner of the found property and return safekeeping property to owners in a timely manner. All while maintaining the integrity and security of the evidence storage room.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Responsible for maintaining security and control of property and evidence that the Marshal's Office acquires through normal duties and responsibilities.
- The duties of the employee require initiative and resourcefulness
- Organize work assignments and establish priorities with minimum supervision.
- Maintain a working relationship with a variety of individuals and organizations.
- Log, classify, store, dispense, destroy and release property or evidence to its rightful owner, for court presentations and/or destruction and auction.
- Maintain evidence, found and safekeeping property, in such a manner that the individual items are secure from theft, loss, or contamination, and can be located in a timely manner.
- Maintain property reports with proper notations of any and all actions associated with the property, commonly referred to as the "CHAIN OF CUSTODY".
- Ensure the timely and legally correct notification of owners and release/disposal of property recovered, found, or seized by the Marshal's Office. Operate computer terminals in case disposition and other related information involving the classification and disposition or property items.
- Coordinate the disposal of unclaimed property and special disposal of narcotics, explosives, biohazards specimens, and firearms.
- Stay abreast of locate, and federal laws involving property/evidence handling and recommend appropriate changes.
- Maintain a clean, secure and orderly property storage facility.
- Cross Train to assist as a crime scene technician by processing major crime scenes as well as be a resource to patrol in their investigation of calls for service. The crime scene technician works on the scene of a crime collecting and persevering potential evidence, photographing, packaging and transporting the evidence collected.
- Cross Train to assist as a 911 dispatcher to fill in when scheduling necessitates to provide public safety dispatch services for CVMO,
- Responds to subpoenas for trials, hearing and depositions to give testimony regarding legal cases associated with the crime scene and/or duties performed in the process of an investigation, chain of custody and storage of evidence.

- Maintains the absolute confidentiality of all records and information.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES

None.

MINIMUM QUALIFICATIONS**Education and Experience:**

- Applicants must be at least 18 years of age, a high school graduate or equivalent and a United States citizen. Preference will be given to candidates with previous law enforcement, investigative and trial experience. Education and/or experience in handling/collecting evidence (including hazardous and bio-hazardous materials), forensic science, and investigations.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license with a good driving record
- The applicant must be able to pass a rigorous background investigation and other selection process criteria.
- Must obtain Terminal Operator Certification for access to Arizona Criminal Justice Information System (ACJIS) within six months of hire date.

PREFERRED QUALIFICATIONS**Knowledge of:**

- Town policies and procedures.
- Policies, procedures, functions, operations, and services of the Camp Verde Marshal's Office.
- Equipment utilized in emergency communications including radio, computer and dispatch equipment.
- Principles of record keeping, case files and records management.
- Rules of evidence, the Arizona Revised Statutes, Town Codes, and other codes as they apply to the evidence/property function
- Public confidentiality requirements of police records and information
- Federal and state laws, statutes, and Town ordinances governing law enforcement activities.

Skill in:

- Communicating professionally orally and in writing and be able to operate a computer terminal to retrieve and run a variety of reports.
- Copy transferring of photo files and recorded videos; managing, auditing, reconciling property and inventory items
- Using judgment in releasing police information with due regard to privacy of victims, need for confidentiality while a crime is being investigated, and public right to access public records.
- Handling multiple tasks simultaneously, under pressure, and in emergency and stressful situations.
- Accurately entering data and information into a police computer system and maintaining electronic records, files and databases.
- Packaging and organizing numerous items of evidence in an orderly fashion for storage and retrieval.
- High frequency contact with the public, requiring the person to have good interpersonal and communication skills.
- Establishing and maintaining cooperative working relationships with co-workers, law enforcement personnel, agents of the court and the public

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in a standard office environment, with normal office noise.
- Frequent stopping, bending, and prolonged time on your feet.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; type; use hands to finger, handle or feel; and reach with hands and arms.
- Must frequently lift and move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- May be required to come in during off duty hours as necessary to complete the tasks of the position. May be required to work in inclement weather and on rough terrain.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 44