

**JOB DESCRIPTION
CITY OF REPUBLIC, MO**

Job Title: **Investigations Property & Evidence Specialist**
FLSA Status: Regular - Hourly

PRIMARY PURPOSE

Performs the logging and preservation of all property and evidence for future presentation, eventual dissemination, destruction, or return to owner. Processes property for evidence and maintains photographic evidence for court and case files.

SUPERVISION

Under the general supervision of the Chief of Police. Under direct supervision of the Detective Division Supervisor .

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Receives evidence/property into the secure environment of the Property Room and safeguards said property.
2. Logs evidence/property into computer database by classification and bin assignment with proper tagging.
3. Distributes evidence to the courts for prosecution.
4. Distributes evidence to the lab for examination and makes sure evidence is returned or accounted for.
5. Ensures evidence/property is properly packaged.
6. Maintains limited access to the property room.
7. Operates multiple computerized records systems including searching, updating, entering, retrieving, etc.
8. Disposes of evidence/property that is no longer needed by way of sales, destruction or other means of disposal.
9. Presents courtroom testimony for the proper chain of custody.
10. Researches property that needs to be distributed.
11. Ensures all forms are properly completed.
12. Maintains, organizes, and prints evidence and crime scene photographs.
13. Adapts new procedures for evidence/property control as technology changes and/or case law demands.
14. Orders equipment and supplies needed to carry out an assignment.
15. Tracks and maintains records on agency-owned property within the department.

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16. Assists in the cataloging, maintenance and dissemination of photographic records, fingerprints and other identification records to state and federal agencies.
17. Utilizes appropriate equipment necessary to perform job duties such as computer and two-way radio.
18. Testifies in court when required.
19. Maintains statistical records to support all divisions.
20. Balances Evidence checking account.
21. Processes recovered property for evidence retrieval.
22. Trains new personnel on methods of evidence processing.
23. Keeps patrol evidence equipment drawer supplied.
24. Assists in fingerprinting property and the public as necessary.
25. Performs other duties as assigned by Supervisor.

PERIPHERAL DUTIES

1. Maintains appropriate supplies for assigned work area.
2. Attends in-service training sessions or other training sessions deemed appropriate by supervisor or department head.
3. Maintains a neat and orderly work area.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Must be a High School graduate or equivalent with at least 3 years experience in a high public contact position or formal education in Criminal Justice, Law Enforcement or related area; or
2. May have at least 1 year experience in an area such as law enforcement records, administrative support, communications or crime analysis.

Necessary Knowledge, Skills and Abilities:

1. Accurate grammar, spelling, punctuation and Standard English usage.
2. Computer knowledge with some knowledge of Microsoft applications preferred.
3. Must be able to perform effectively as a team member in carrying out the City's mission. "The City of Republic exists to provide services to the citizens of the community." The quality of life in Republic depends upon the services provided by the City, and the quality of the City's service depends on how well we do our jobs.

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4. Employee is required to present themselves in a professional manner, displaying the utmost integrity, discretion, courtesy, discipline, and behavior.
5. Maintains current knowledge of federal, state and local laws related to property management.
6. Inventories recovered property based on the policy demands of the agency. Ensure that all efforts are taken to make the property room as safe as possible for employees as well as property.
7. Learns and follows established procedures.
8. Reads, understands, explains and applies a variety of information, often of a complex nature, including applicable laws, department procedures, records, reports, etc.
9. Utilizes sound judgment.
10. Maintains a high degree of confidentiality.
11. Follows oral and written instructions; communicates effectively both verbally and in writing.

Special Requirements:

1. Must possess a valid Missouri State Driver's License.
2. Must obtain and maintain certification in the State of Missouri as a Notary Public.
3. Ability to obtain and maintain state certification as a Property & Evidence Specialist, as required by departmental assignment.

Tools and Equipment Used:

Departmental equipment and tools necessary to perform the functions of the position. Computers, personal and other, including word processing, spreadsheet and database software, phone, copy machine, fax machine.

Physical Demands:

1. Sight.
2. Hearing.
3. Ability to reach, hold and grip.
4. Possess manual dexterity to use a computer.
5. Ability to stand or sit for long periods of time.
6. Memorize and retain information.
7. Effectively communicate through written and verbal skills.
8. Time management skills.
9. Cognitive and analytical skills.

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10. Be able to handle stressful situations, quickly assess or judge situations, make decisions under pressure in areas of responsibility.
11. Performs bending and reaching to both ground level and overhead.
12. Ability to lift 25-50 pounds.
13. Be able to climb.
14. Must have use of arms and legs, lateral mobility.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

1. May be exposed to extreme weather, dust or pollen, toxic fumes, chemicals or smoke, contagious diseases, electrical or mechanical hazards and extreme noise.
2. May have poor ventilation.
3. No natural lighting.
4. May work in confined places and awkward positions.

Miscellaneous Requirements:

1. May be required to work a variety of shifts including nights, weekends and holidays.
2. Must successfully complete a security background investigation.
3. Subject to emergency call-in.
4. Must be a dependable person.
5. Must pass a pre-employment substance abuse test and will be subject to random substance abuse testing.

Selection Guidelines:

Formal application, rating of education and experience, oral interview, reference check and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The 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 employer and requirements of the job change.

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Employee Signature

Date

GENERAL ORDINANCE NO.: 02-06 DATE: February 11, 2002