

WASHINGTON COUNTY
Job Description

JOB TITLE: Evidence Coordinator

Exempt (Y/N):No

DEPARTMENT: Sheriff's Office

DATE PREPARED: October 2012

SUPERVISOR: Sheriff's IT Manager

SUMMARY:

The incumbent manages the evidence and non evidential property received from law enforcement personnel. Assures preserving the chain of custody is followed Assist in maintaining the BAC Intoximeter EC/IR II operations according to Arkansas State Health Department Guidelines. Performs daily duties of receiving, maintaining, storing, transporting, releasing and disposing of evidence; and is responsible for the implementation and maintenance of records. Oversees the operation and the maintenance of the Mobile Video Recording system. Maintains the permanent prescription drug drop-off box and disposes of the drugs properly. Performs a variety of specialized and technical clerical and public contact duties for various police department areas, other law enforcement agencies, related criminal justice offices and the general public. Work is performed in accordance to federal and state laws plus established policies/procedures with considerable need for independent judgment and a high degree of accuracy.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Receives, reviews, catalogs, labels, tags, marks, packages, documents, and stores submitted property and evidence: safeguards integrity of the chain-of-custody.
2. Evaluates the worth of adjudicated evidence and unclaimed property in preparation of legal disposal and disbursement in accordance with state and local rules and regulations regarding property disposition.
3. Prepare evidence and court exhibits and testify in court as required under subpoena.
4. Provides a variety of police related information to the public and governmental agencies demonstrating professionalism, courtesy and discretion.
5. Receives requests from officer on call for special or specific information, follows up with appropriate information and relays the same back to the officer.
6. Composes a variety of correspondence, reports and other materials requiring independent judgment as to content, accuracy and completeness.
7. Conducts annual inventory of property and evidence storage areas to ensure the safeguarding of and accurate accounting of all items currently stored..
8. Maintains inventories and orders evidential departmental supplies and materials.
9. Attends meetings, training classes and conferences, and studies updated applicable reference materials in order to remain current on job-specific issues.

10. Provides absolute security of all evidence items.
11. Must have BAC Intoximeter Senior Operator Certification from the Arkansas Department of Health. Must attend training to maintain certificate.
12. Assist the other Senior Operator in ensuring the BAC Intoximeter installation, instrument(s) and operators maintain current certification. Ensure instrument is working properly. Maintain and inspect the printed test records (evidence ticket) ensuring procedures were followed and information was printed properly for evidence. Ensuring a logbook entry is made for each BAC Intoximeter test is completed. Must be prepared to testify in court regarding the BAC Intoximeter test procedures.
13. Assist the other Senior Operator with responsibilities for the following each time a new BAC Intoximeter tank is changed by the Arkansas Department of Health:
 - a. Ensure the dry gas tank is changed by the Arkansas Department of Health and is recorded in the logbook, and dated. .
 - b. Ensure a supervisor test is performed. Ensure the record of the test was recorded in the logbook. Ensure a copy of the test record was recorded.
 - c. Ensure a diagnostic check was performed. Notify the Arkansas Department of Health of any instrument failure. Ensure a record of the diagnostic check in the logbook was recorded. Ensure a copy of the test record was produced.
 - d. . Ensure a proficiency test sample(s) was received and report of the results was made to the Arkansas Department of Health by the 15th of each month to maintain certification
14. Keeps current on County policies and procedures, and federal and state laws to ensure that the County is in compliance at all times.
15. Assist the Crime Scene Technicians with collection of evidence, crime scene photography and preserving the integrity of said crime scene.
16. Ensures hazardous materials and evidence is appropriately handled, identified, contained, stored, transported, tested, and legally disposed of according to Federal and State laws.
17. Prepares unreturnable items for disposal in a manner prescribed by department polices and procedures, court orders, federal laws and state statutes.
18. Receives cash from seizures, or lost and found situations, be accountable for cash..
19. Make periodic trips to Little Rock to deliver and pick up evidence at the State Crime Lab and to facilitate repairs of the BAC Intoximeter at the Arkansas Department of Health.
20. Routinely checks and empties the permanent drop-off box that contains schedule drugs and non schedule drugs. Weighs, logs and stores the prescription drugs.
21. Properly destroys prescriptions drugs that are collected from the drug drop-off box.

- 22 . Oversees the operations of the Mobile Video Recording system including refilling the Media bin with blank media. Properly storing and labeling all Media for evidence.
- 23 . Responsible for ordering supplies for the Mobile Video Recording system.
- 24 Have in-depth knowledge of the how to operate the Mobile Video equipment and able to troubleshoot equipment problems. Contact manufacture for tech support when needed.
- 24 . Retrieve video from the Mobile Video Recording system storing to media as evidence to fulfill requests from Prosecutors, Attorneys, other Law Enforcement agencies and FOIA's
- 25 . Oversees duties of part time employees (if assigned) and ensures quality of work.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must not have any felony convictions.

EDUCATION and/or EXPERIENCE:

Graduation from High School or GED with three years or more of law enforcement experience or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Must be 21 years of age or older. Must possess or be able to obtain by the time of hire a valid state driver's license without record of suspension or revocation in any state.

OTHER SKILLS and ABILITIES:

Must be able to read and write the English language. Submit to and pass a drug screen for illegal drugs (after job is offered). Must have through knowledge of modern law enforcement principles, procedures, techniques and equipment; must have BAC Intoximeter Senior Operator Certification from the Arkansas Department of Health. Must have working knowledge of laboratory technique, and classification systems. Considerable knowledge of evidence collection and maintenance, lost/found property maintenance and disposition practices, court procedures and crime lab packaging and procedures. Effective communication skills are required, must be able to follow verbal and written instructions. Perform detailed work with a high degree of accuracy. Work independently with minimal supervision. Analyze information and draw valid conclusions. Must be able to operate all associated equipment.

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is regularly required to stand; walk, and sit; use hands to finger, handle, or feel objects, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, and crouch.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.