

Spec. Code	0997
Occ. Area:	013
Work Area:	069
Prob. Period:	6 mo.
Prom. Line:	None
Effective Date:	09/01/18
Last Action	New

## **EVIDENCE CUSTODIAN**

### Function of Job

Under limited supervision, performs all the evidence handling processes and preservation associated with evidence as received by University Police.

### Characteristic Duties and Responsibilities

An Evidence Custodian typically:

1. performs assigned duties involving the control of evidence for the University Police centralized evidence vaults; receives evidence collected from various police units and subsequently stores with proper accountability.
2. performs assigned duties involving the receiving of evidence from a law enforcement agency; prepares and reviews chain of custody administrative records; establishes appropriate case numbers; receives the evidence; stores the evidence in an appropriate manner. Responsible for distribution and collection of evidence to appropriate crime labs or criminal justice organizations.
3. utilizes the appropriate protocol to enter data into the department's case tracking computer system; maintains a computer log of cases received for administrative control of physical evidence; prepares reports for supervisors with information such as types of cases received.
4. ensures a smooth transfer of evidence and information to and from the unit of assignment; responds to inquiries from user agencies/departments concerning the status of cases, location, and, as appropriate, the anticipated completion dates of analytical examinations.
5. prepares evidence for presentation in court proceedings; maintains receipts to preserve chain of custody; prevents contamination and preserves the integrity of evidence for transmission to; ensures proper transmission and/or transportation procedures are followed; testifies in court as necessary.
6. releases items of evidence or holds for trial under direction of State's Attorney's Office, or members of the Police Department.
7. assists in or witnesses the analytical weighing, packaging and destruction of drugs, weapons, and drug paraphernalia.

8. maintains custody of all evidence locker keys.
9. files and maintains all digital evidence.
10. copies, files, and reports digital evidence at request of State's Attorney's Office and defense attorney.
11. maintains and orders supplies used for evidence collection, testing, and processing.
12. assists in conducting background investigations on University Police job applicants.
13. maintains separate filing system of active and closed investigative files.
14. performs other duties as assigned or which are reasonably within the scope of the enumerated duties.

#### MINIMUM ACCEPTABLE QUALIFICATIONS

##### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High School Graduation or GED.
2. Six (6) months of general clerical experience.
3. Any one or any combination that equals **eighteen (18) months** from the categories below:
  - a. On-the-job training in evidence storage and preservation
  - b. College course work in law enforcement/criminal justice
    - 30 semester hours equals nine (9) months
    - Associate's Degree (60 semester hours) equals eighteen (18) months
4. Valid driver's license, as required by the position to be filled.
5. No record of conviction of a felony or misdemeanors as identified in the Illinois Police Training Act (50 ILCS 705 et seq.), or a crime involving moral turpitude.

##### KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Elementary knowledge of evidence processes.
2. Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
3. Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules.
4. Knowledge of police terminology and procedures.

5. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
6. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology.
7. Skill in understanding written sentences and paragraphs in work related documents.
8. Skill in talking to others to convey information effectively.
9. Skill in communicating effectively verbally and in writing as appropriate for the needs of the audience.
10. Skill in managing one's own time.
11. Ability to gain and maintain satisfactory working relationships with coworkers, various law enforcement personnel and, legal system personnel.
12. Ability to use computer software programs and hardware.
13. Ability to communicate effectively, professionally, and collaboratively, both orally and in writing.
14. Ability to construct court exhibits and demonstration charts.
15. Ability to develop goals and plans to prioritize, organize, and accomplish work.
16. Ability to work collaboratively and build strategic relations with colleagues, coworkers, constituents, and volunteers.
17. Ability to shift back and forth between two or more activities or sources of information.
18. Ability to be detail oriented.
19. In accordance with department standards, the ability to move, transport, and store evidence.
20. Ability to pass an agency background investigation.