



CITY OF BUNNELL

Job Title:	Evidence Custodian	Job Category:	Clerical
Department/Group:	Police Department	Job Code/ Req#:	
Location:	City of Bunnell, FL	Travel Required:	None
Level/Salary Range:		Position Type:	Full Time, call outs and weekends only as needed
HR Contact:		Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:			
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: BunnellHR@bunnellcity.us Fax: 386-437-7503 Attention: HR Department		Mail: Human Resources City of Bunnell PO Box 756 Bunnell, FL 32110	
Job Description			
<p>Job Purpose: Responsible for maintaining the chain of custody of submitted items with regard to storage and transportation of evidence to the evidence room, crime lab, court, returning items to owners and victims and to assist in the destruction of these items.</p> <p>This position reports to Chief of Police.</p> <p>The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position</p> <p>Duties:</p> <ul style="list-style-type: none"> • Empty evidence lockers and log evidence into computer • Make copies of requested items for the state attorney's office, defense attorneys, victims and investigating officers • Work to resolve backlog of court dispositions • Maintain security and organization of evidence rooms • Assist in conducting evidence inventories, audits and reports • Assist in training of new officers in proper evidence handling procedures • Storage and final disposition of firearms, vehicles, narcotics, currency, biohazard materials and other items checked in as evidence, found property for safekeeping • Research old cases for case status and disposition of suspect's court cases • Work with state attorney's office and courthouse personnel on suspect's charges status • Other duties as assigned by the Director. 			



Knowledge/Skills/Abilities:

- This work involves receiving, logging, inventory, control, and distribution of evidence, narcotics, monies, firearms, and other property;
- The timely completion of daily/weekly/monthly typed reports, answering phones, working with attorneys.
- Candidate will return found property to the public and other entities;
- Candidate will follow court ordered Destruction Orders, records maintenance;
- Candidate will stay up to date with evidence laws.
- Ability to identify and resolve problems;
- Knowledge of local agency and state laws, rules and regulations regarding property and evidence;
- Ability to concentrate and focus on projects for extended periods of time with minimal supervision;
- Ability to multi-task and follow up on requests to other agencies and co-workers;
- Ability to organize evidence and testify in court;
- Ability to work with public in a positive, cooperative manner.
- Position **requires** advanced Excel abilities.
- Candidate must be skilled in the **Aegis** system
- Candidate must have license/authority to enter/acquire information from the **CJIS** system.

Educational Requirements:

- This position requires a high school diploma or GED equivalent;
- **Preferred** that candidate have experience in dealing with evidence and in police related work; Must complete training in property and evidence control as deemed necessary by the Department; Extensive background investigation, for this sensitive police department position will be done

Professional Licenses:

- Must possess a valid Florida Driver’s License
- Candidate must be FCIC/NCIC certified within six (6) months of hire

Work Environment:

- Candidate must be able to lift up to 50 pounds
- Must be able to work inside and outside and in confined areas in evidence rooms as well as an office setting
- Position may be exposed to hazardous materials and conditions; toxic conditions, fumes, odors, noise, vibration, dust, confined areas, and animal/human waste

The City of Bunnell, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Bunnell, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Reviewed By Director:		Date:	
Approved By City Manager:		Date:	
Last Updated By:		Date/Time:	