JOB DESCRIPTION

EVIDENCE CUSTODIAN/RECORDS

Department:	Police	**Classification/Grade:**	17
Division:	Records	**FLSA Status:**	Non-Exempt
Reports to:	Grants Specialist/Office Manager	**Safety Sensitive:**	Yes
		Bargaining Unit:	Teamsters Local 14
		Date Approved:	March 2012

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Under limited supervision from the Communication Dispatch & Support Services Manager, performs work of routine difficulty in receiving, maintaining, storing, transporting, releasing and disposing of evidence; and is responsible for the implementation and maintenance of records. Perform 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.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a customer service representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Receives evidence, such as weapons, ammunition, narcotics, drug paraphernalia, tools, automotive parts, documents, clothing, luggage, and other items.
3. Retrieves, verifies and catalogues all incoming property/evidence, stores evidence in proper place in vault, logs location and ensures that vault is lock and secure.
4. Receives blood and urine samples from the Mesquite Detention Facility and stores them in the evidence vault.
5. Receives Evidence Disposition Reports from police supervisors authorizing the storage, release, and disposal of evidence.
6. Releases evidence to rightful owners in accordance with departmental policy.
7. Temporarily releases evidence to courts, police officers, labs, and attorneys for their review and for court trials, in accordance with departmental policy.
8. Prepares evidence for disposal and makes arrangements with Chief of Police, police personnel, and representatives from outside agencies to destroy evidence.
9. Updates computerized and manual inventory reports and logs on evidence received, released, and destroyed.
10. Provides information to representatives from the District Attorney's Office, Public Defender's office, private attorneys, Victim/Witness Advocate Office, City Attorney's Office, and members of the public on departmental policy and procedures in regard to matters concerning evidence.
11. Complete Uniform Crime Reporting (UCR) for each case report which are submitted to the State of Nevada and FBI.
12. Acts as custodian of records and ensures the department complies with subpoenas and court orders; receives, approves, and maintains all court ordered records seals and coordinates such activities with the District Attorney's Office, Court Clerk, private attorney's, Insurance Companies and petitioners.

13. Conducts computer research including executing ad hoc programs and preparing reports on calls for service for specific incidences and crimes, locations and dates as requested by members of the department, the media and private citizens.
14. Responsible for the maintenance of records with regard to utilization, retention, preservation, and disposition of records in compliance with Federal, State, and City laws and or regulations.
15. Maintains and controls sensitive criminal records within specific guidelines to ensure confidentiality and legality of procedures;
16. Respond to inquiries on records maintenance issues and process report requests.
17. Ensure storage of department records is secure at all times.
18. Assist agencies such as Child Protection, SafeNest, and Victims Witness, the general public, departmental personnel, and representatives from other agencies in obtaining police related information and/or records.
19. Review, scan and process police related documents and responses to requests for documents from various departments and public.
20. Answer incoming calls with courtesy and proper phone etiquette and forward to appropriate department personnel.
21. Balance cash receipts for daily fees collected and deposited.
22. Serve as a Notary Public for the City of Mesquite Police Department Organize tasks according to priority.
23. Ensure proper care, operation and maintenance of equipment assigned to unit.
24. Disseminate case files to appropriate agencies.
25. Perform complete inventory of evidence vault one time every 12 months.
26. Maintain evidence room in a condition that it is prepared for outside audit at all times.
27. Take fingerprints for business license and public entities as needed.
28. Utilizes criminal justice information systems to perform records maintenance and retrieval functions including Spillman, Record Management System (RMS), Shared Computer Operations for Protection and Enforcement Systems (SCOPE), National Criminal Information Center (NCIC), Nevada Criminal Justice Information System (NCJIS).
29. Register all ex-felons and sex offenders and enter data in state and in-house system.
30. Process Sex Offender notifications according to NRS.
31. Responsible for registration of guns in accordance with state and federal laws and procedures.
32. Provide State agencies with Domestic Violence, Hate Crimes, State Accident and DUI reports as required.
33. Be dependable and meet acceptable attendance requirements at all times.
34. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

A. Protect confidential information by preventing unauthorized release, both verbal and writing.
B. Perform other related duties as assigned.
C. Assist in the maintenance of records with regard to utilization, retention, preservation, and disposition of records in compliance with Federal, State, and City laws and or regulations.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Federal, State, Local and City laws and regulations pertaining to records principles, systems, equipment, and supplies.
- City government functions and records management and retention principles.
- The rights of privacy for individuals and freedom of information.
- Policies, procedures, rules and regulation in regards to evidence and property.
- Safe working practices for receiving, storing, transporting, releasing, and disposing of evidence, such as weapons, ammunition, narcotics, samples of body fluids, and objects that have been contaminated with body fluid.
- Storekeeping methods used to store and secure evidence, supplies and equipment.
- Relevant laws pertaining to evidence and the chain of custody.
- State and City laws pertaining to work cards, felon registrations and sex offender registration
- Department procedures, policies, and terminology and law enforcement operations.
- City government functions and records retention requirements.

- Modern office procedures including records maintenance.
- Public relations
- Inter-agency cooperation
- General understanding of Nevada State Law
- Business communications skills
- Proper filing methods and proper procedures for handling evidence.
- Leadership and training abilities.
- Acquiring case dispositions
- Problem solving techniques

Ability to:

- Follow procedures involved in safely receiving, storing, transporting, and disposing evidence.
- Maintain accurate inventory of evidence, equipment, and supplies
- Maintain the confidentiality of evidence and the owners of property that is booked as evidence.
- Read, interpret, and apply complex material such as the policies, procedures, rules, and regulation of the Mesquite Police Department.
- Type at speed necessary for successful job performance.
- Communicate effectively, both orally and in writing, including composing effective correspondence using correct spelling and grammar.
- Analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Balance cash accounts
- Perform duties under strict timelines and stressful conditions.
- Analyze a situation and make sound recommendations and decisions, organize and prioritize workload.
- Work independently on assigned projects involving research and data collection
- Establish effective working relationships with employees and the public
- Use good judgment in most expedient course of action within established guidelines

Special Requirements:

- Must be bondable to be a notary.
- Residency Requirement: Must live in Clark County within six (6) months of hire date. .

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High School diploma or G.E.D

Experience: Three years experience of a secretarial/clerical nature, with one year in archives and records experience or in maintaining inventory control over supplies and equipment and maintaining inventory records.

Training: Speak and write Spanish fluently preferred.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class "C" driver's license and Terminal Operator Certification awarded by State of Nevada within six months of employment

WORKING CONDITIONS

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment, including a computer; sustained posture in a seated position for prolonged periods of time; frequent stooping, twisting, bending, kneeling, and reaching; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Must be able to handle stressful situations. Must carry/lift/push or pull loads of up to 25lbs.

Job Hazards/Risk Factors:

Employee may risk physical hazard from angry, unstable, violent and highly volatile prisoners and citizens and from weapons; exposure to communicable diseases, hazardous materials and body fluids; risk of civil litigation due to performance of duties.

Position is considered safety sensitive and is subject to drug testing.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved March 27, 2012
August 2012 (Residency)
April 2013 (Safety Sensitive)
April 2015 (Reports to)