

**CITY OF CLEWISTON  
JOB POSTING  
April 8, 2019**

**Evidence Custodian/Property Room Technician/Investigative Aide**

**Major Function:**

The incumbent in this position will be required to perform a number of non-sworn police related activities under the direction of sworn personnel. The individual chosen for this position will assist sworn police detectives in the preparation of case reports by completing administrative and research functions. The individual in this position will also be responsible for the receipt, handling, cataloging, proper storage, and maintenance of the police department's evidence.

Work is performed with considerable independence under the general direction of a sworn detective sergeant. The individual chosen will be responsible for performing routine to moderately complex investigative tasks related to identifying, locating, and profiling of suspects, businesses, or witnesses associated with criminal or other assigned investigations. Employees in this classification will be responsible for performing both technical and administrative tasks.

Duties of this position include, but are not limited to, organizing investigative reports, data entry work, maintaining daily activity sheets and investigative logs, conducting computer inquiries, and tracing various reports. Employees in this classification will also be responsible for interacting with victims, witnesses, or other agencies, retrieval and dissemination of information, and assisting detectives in any other aspect of ongoing investigations.

Work requires the exercise of considerable judgment and tact and requires maintaining the integrity of all investigative information to which the employee may have access. Work is reviewed through conferences, written reports, inspections, and evaluation of results achieved.

**Illustrative Duties:**

- Assists sworn detectives in the investigation of crimes against persons or property
- Performs investigative case management functions, e.g., completing computer and file searches for suspect background information, criminal history checks, assembling case files, and contacting other police agencies.
- Maintains written and computer logs as necessary
- Refers completed cases to State Attorney and may be called to testify as a witness in court proceedings.
- Conducts research using a variety of principles, technologies, and investigative techniques.
- Conducts preliminary research for other unit personnel to assist in investigative activities outside the scope of responsibility.
- Prepares various materials for case support, State Attorney's prosecution and related court/judicial presentation purposes.
- Investigates and analyzes case information and data, and submits compiled investigation data to the

appropriate entities for review and prosecution.

- Attends various meetings to discuss strategies and progress of investigations under charge, and to receive directions and assignments.
- Responds to law enforcement and departmental agency inquiries concerning investigation data, findings and identification; provides direction and information accordingly.
- Acts as liaison with other departments, law enforcement agencies, governmental entities, and other agencies concerning investigation activities under charge.
- Receives, itemizes and stores property and evidentiary items; maintains accurate tracking record of all items.
- Prepares and documents evidentiary items listed on lab request manifests.
- Prepares and documents items needed for court; provides necessary manifest to officers or detectives for accounting to court the items maintained at the court; inventories and documents those items returned from court.
- Releases Property & Evidence items to their owners upon approval from control officer and/or supervisor.
- Updates property & evidence computer data base with all transactions from date of receipt to date of disposal.
- Obtains case dispositions from court printout or State Attorney's no file letters; initiates necessary forms for case officer or detective to decide disposition of the items.
- Prepares computer generated Property & Evidence disposal forms for case officer/detectives review.
- Prepares a list of letters to notify owners for pickup of property or evidence items; maintains suspense file for outdated notification letters.
- Prepares requisition of materials and supplies.
- Notifies supervisor of discrepancies in receipt of Property & Evidence items.
- May be called upon to operate motor vehicle for the pickup of bulk property or evidence items.
- Transcribes taped statements.

## **Minimum Qualifications:**

### **Knowledge, skills, and abilities:**

- Ability to effectively communicate both verbally and written, demonstrating awareness for human diversity to citizens and colleagues.
- Ability to understand, retain, and follow written rules, regulations, and orders.
- Ability to objectively analyze situations and determine the proper course of action.
- Skill in the use of computers and various office equipment as required to perform position tasks.

### **Education and Training:**

Applicants must possess a high school diploma or equivalent. The preferred candidate will possess at least one (1) year of previous experience or training in crime and/or law enforcement principles, practices, and techniques, preferably with experience in analysis, intelligence or police aide work in a criminal justice or similar law enforcement environment.

### **Other Qualifications:**

- Applicant must possess and maintain a valid Florida driver's license.
- Must successfully complete CJIS certification course necessary to become NCIC limited terminal access operator.
- Must meet police department standards for police department employees relative to background and truth verification examinations.

### **Physical Requirements**

Tasks involve the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to fifty (50) pounds. Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

Applicants will be required to submit to a post conditional offer pre-employment medical screening and drug test.

### **Working conditions:**

- Predominantly works inside.
- May involve long periods of sitting and/or standing depending on nature of task assigned

**Classification:** Law Enforcement Support Personnel Non-Sworn (FLSA non- exempt)

**Wage Grade:** 7

*This job description is not intended to be and should not be considered as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties, and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.*

*The City of Clewiston is an equal employment opportunity employer and drug and smoke free workplace.*