



Enumclaw Police Department

“Serving with Purpose”

1705 Wells Street, Enumclaw Washington 98022

Tim Floyd, Chief of Police

Job Announcement

<u>Position Title:</u>	<i>Evidence Custodian</i>
<u>FLSA Status:</u>	Union, Non-Exempt
<u>Pay Grade:</u>	6c (\$4557- \$5816)

The City of Enumclaw is accepting applications for Evidence Custodian. Please visit the City of Enumclaw website to view the job description at <http://cityofenumclaw.net/Jobs.aspx>.

Date Open: January 6th, 2022
Date Closed: January 20th, 2022 COB

Nature of Work:

Under the direct supervision of an Investigations Sergeant, the Evidence Custodian performs technical work associated with managing the property and evidence room and performing complex digital media processing to respond to internal and external requests pursuant to local, state and federal laws and regulations. This position will manage all aspects of body worn cameras to include digital media collection, assignment of devices, equipment maintenance and assist in training the officers who wear them. The Evidence Custodian will assist the Records Specialist with the management of the department’s records, case files, records retention, and the purging and destruction of files and documents in accordance with law enforcement’s mandates and best practices.

Examples of Work:

- Responds to call-outs to assist with crime scenes. Performs crime scene evidence collection and documentation using technical processes to find, collect, store, and catalogs as needed, in accordance to local, state and federal laws.
- Uses a variety of cameras, instruments and other equipment in the search for and collection of evidentiary items; recovers latent fingerprints; photographs scenes; scene measurements for sketches; and packages items preserving evidentiary integrity for criminal prosecutions.
- Produces scene sketches using a variety of instruments, equipment and software as needed.
- Submits detailed case report supplemental narratives documenting thoroughly and clearly scene conditions, actions taken, and evidentiary items collected.

- Transport evidence for laboratory examination, documenting locations and chain of custody as required by law
- Transports evidence from substations to station for entry into Evidence
- Conducts training for department personnel in areas of Evidence and biohazard requirements. Conduct public presentations on evidence and crime scene processing.
- Assumes responsibility for the care and legal preservation of all property/evidence under their control; maintains a legally sufficient chain of evidence tracking system; assures all evidence sheets are properly completed; retrieves property/evidence as required for court or review or for return to rightful owner and disposes of property/evidence by returning it to the owner, destruction, or auction upon case clearance in accordance with laws, ordinances, rules and procedures.
- Educates and advises department members on proper handling and packaging of property/evidence placed in police custody; learns, utilizes, and stays current with evidence collection techniques and equipment and evaluates the storage requirements of all property and stores it in the most appropriate area and manner.
- Maintains the evidence room in an orderly fashion so that items of property/evidence can be easily located and periodically and/or spontaneously audited; orders evidence packing material and patrol supplies.
- Prepares, scans and purges documents and files in compliance with policies, procedures, regulations and public records law; ensures compliance with all applicable policies, procedures, general orders, rules, regulations, and standards; ensures maintenance, availability, confidentiality, and release of records to authorized individuals per established guidelines; initiates any actions necessary to correct deviations.
- Ensures all body worn camera recording footage is properly cataloged and can be easily accessed and cross-referenced with case files.
- Reviews recordings to ensure that sensitive footage is appropriately redacted to protect their privacy and safety in accordance with local, state and federal laws.
- Stores digital evidence based on established retention schedules; purges digital evidence on a regular basis as established by governing RCW's, City and Department policies.
- Maintains storage area and security both on and off-site evidence locations.
- Oversees the maintenance of body-worn camera equipment, assists with inventory and asset logistics and assists with logistics of body-worn camera training and assists with quality assurance of body worn camera audit functions.
- Testifies effectively in municipal, state and/or federal court.
- Completes lab requests for latent, AFIS, WSP crime labs or other laboratories.
- Drives City vehicle(s) as needed to obtain, deliver, process or dispose of evidence.
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, or other programs.
- Interacts regularly with the leadership team regarding team performance, strategy, metrics and results.
- Prepares reports and correspondence when required.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.

- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Reporting Relationships:

Under direct supervision of an Investigations Sergeant or his/her designee.

Knowledge, Skills and Abilities:

Knowledge of:

- Principles related to digital forensics and field evidence recovery methods and devices both in office and crime scene settings.
- Evidentiary procedures, packaging, handling and preservation of evidence.
- Law enforcement services and responsibilities.
- Law enforcement terminology, policies and procedures associated with public document retention.
- Modern office practices, procedures and equipment.
- English usage, spelling, grammar composition and punctuation

Ability To:

- Follow written and/or verbal instructions.
- Work independently and/or with minimal supervision.
- Maintain confidential data, information and accurate records.
- Provide expert, credible testimony in a courtroom setting.
- Provide technical and functional direction to department members to assist with collection and preservation of digital and field evidence.
- Handle multiple tasks and conflicting priorities with confidence and poise in an environment where interruptions can be expected.
- Proficiently operate a computer, including the use of Word, Excel, PowerPoint, Publisher, and Outlook and similar programs.
- Research, analysis, and techniques.
- Effectively deal with employees, management, and the public on a one to one or group basis.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Analyze results, formulate conclusions and present findings verbally and in writing.
- View crime scene photographs and other nefarious images.
- Maintain regular, reliable and punctual attendance.

Education and Experience:

- High school diploma or equivalent and;

- Three-years of experience with a law enforcement entity with at least two years of technical experience performing evidence collection, or;
- An equivalent combination of education and experience that provides the required knowledge and abilities.
- Proficient in Spillman, ACCESS, CAD, and/or Quadrant information systems, desired.
- Advanced skills utilizing Microsoft Word, Excel, and database record management is preferred.

Special Requirements:

- Successful completion of pre-employment drug test, polygraph, and intensive background investigation.
- Pursuant to RCW 41.12.070, must be a United States citizen who can read and write the English language.
- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Must maintain current bloodborne pathogen training.
- Must possess the ability to maintain an active membership in International Association for Property & Evidence (IAPE).
 - Ability to obtain certification and mandated security clearance for accessibility to various law enforcement records and communication system, including, but not limited to: ACCESS, Spillman, Lexipol, the department's CAD System, knowledge, training and/or experience with NIMS (National Incident Management System), and other internal and external security systems as approved and/or necessary.
- Must be able to work variable hours, including nights, weekends, and holidays, if required.

Application Process:

- All applicants must complete and submit a Cover Letter, a City of Enumclaw Employment application available on the city website and a resume or *curriculum vitae* that outlines that they have the Knowledge, Skills and Ability and meet the Special Requirements for this position to civilservice@ci.enumclaw.wa.us
- After a review of applicants those candidate who qualify for this position will be invited to an Oral Board.
- The top 3 candidates will participate in a Chief's interview.

For questions regarding the application and testing process, contact Civil Service Secretary Kaylee Garrett at civilservice@ci.enumclaw.wa.us. For questions related to salary and benefits contact Human Resources Manager Tana Nissen at tnissen@ci.enumclaw.wa.us