



## Job Description

---

|                    |                           |                  |            |
|--------------------|---------------------------|------------------|------------|
| <b>TITLE:</b>      | <b>Evidence Custodian</b> | <b>JOB CODE:</b> | 4550       |
| <b>DEPARTMENT:</b> | Sheriff's Office          | <b>FLSA:</b>     | Non-Exempt |
| <b>PREPARED:</b>   | November 2005             | <b>UPDATED:</b>  | 08/31/2020 |

---

**Summary:** Under general supervision, maintains physical custody and records of evidence; receives, stores, inventories, destroys and prepares items for sale; retains records, prepares reports and conducts periodic audits of the evidence room; performs administrative duties as assigned.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Receives property and evidence from law enforcement officers; documents receipt of items; maintains the chain of possession from intake to final disposition.
- Logs items into evidence on a daily basis; enters items into the evidence software application; documenting the location, description, property owners, chain of custody, release, disposition and destruction; updates the status of evidence on a monthly basis.
- Documents all handling of evidence and property; generates computerized reports of movement and handling of department evidence; maintains activity logs and generates reports as needed.
- Assists patrol, other agencies and the public by phone, mail and in person; provides information on evidence that has been approved for release.
- Disposes of evidence items in accordance with State and Sheriff's Office policies and procedures; disposes of Bio-Hazard material according to statutes and policy.
- Prepares and distributes paperwork and documentation related to evidence; sends disposition letters to the deputy for approval; requests instructions on status, on release authorization and on orders for destruction of evidence items.
- Updates and maintains procedures for the custody and handling of evidence.
- Prepares necessary documentation and evidence for court; may be required to testify in court.
- Deposits fees collected for video and audio media; calculates and balances collections and given to the Record Division for deposit into the Treasurer's Office on a monthly basis.
- Performs inter-office evidence run and post office mail runs; retrieve items stored off-site to protect the chain of custody on a weekly basis; mails blood kits and drugs to the State Laboratory on a weekly basis.
- Maintains the organization of the impound yard, box car and the evidence storage area.
- Performs other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of all federal, state and local laws related to the entry, storage, transfer and disposal of evidence and property.
- Knowledge of standard office practices and procedures.
- Knowledge of assigned equipment including cameras and standard and specialized software
- Knowledge of County and Sheriff's Office policies and procedures.

**Job Description**

Evidence Custodian

- Skill in packaging and organizing numerous items of evidence in an orderly fashion for their efficient storage and retrieval.
- Skill in maintaining accurate evidence records and generating special and periodic reports.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard business software.

**Education and Experience**

- High School diploma or GED equivalent and additional training at a college or technical school.
- Must be able to be bonded and a certified Notary Public.
- Must be certified by the International Association for Property & Evidence within one (1) year of hire.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is generally performed in an office environment; work is performed, at times, in an outside environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- Will handle Bio-hazard material, sharps containers, weapons and narcotics.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

**Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment.

**Approvals:**

|                         |  |              |  |
|-------------------------|--|--------------|--|
| <b>Employee:</b>        |  | <b>Date:</b> |  |
| <b>Supervisor</b>       |  | <b>Date:</b> |  |
| <b>Department Head:</b> |  | <b>Date:</b> |  |