

EVIDENCE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

This position has primary responsibility for ensuring the accountability of evidence for the City of Poughkeepsie Police Department, which involves independent decision-making and accountability. The incumbent is responsible for coordinating the maintenance, retrieval and disposal of evidence and for ensuring that it is done in accordance with state law and department policy. This position acts as a technical resource person, answering questions which others in the office would not have the training to address. This position does not involve work at the crime scene. Work is performed independently under prescribed guidelines, under the general supervision of a higher level administrative position. Supervision over the work of others is not a function of this position.

TYPICAL WORK ACTIVITIES:

1. Maintains evidence and evidence files in a secure manner, ensuring that all legal requirements for the maintenance of evidence and evidence records are met;
2. Acts as a resource for other staff and provides access to appropriate personnel to evidence and evidence files;
3. Researches regulations for maintenance and disposal of evidence and adjusts City procedures to ensure compliance;
4. Inventories evidence and maintains availability for use for appropriate law enforcement personnel, courts, etc;
5. Facilitates the removal of evidence for legitimate purposes (i.e. trials, hearings, or laboratory analysis);
6. Communicates with outside agencies regarding the disposition of evidence/property;
7. Obtains all necessary approvals for the disposition of evidence, including guns, drugs and biohazardous materials;
8. Maintains computerized records of all evidence in custody of the police department and its' disposition;
9. Prepares reports as required;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of the rules and procedures pertaining to evidence maintenance, storage and disposition necessary to act as a resource and independently perform the work activities associated with evidence accountability;

Knowledge of rules and procedures for processing paperwork related to all office activities necessary to interpret changes in regulations and modify existing systems;

Knowledge of office practices necessary for dealing with staff, other law enforcement agencies, and the public, filing and retrieving information and compiling and analyzing information;

Knowledge of software packages for word processing to produce routine letters and for database management to track information;

Skill in operating office equipment to produce work accurately and efficiently;

Ability to act independently in carrying out the daily functions of maintaining the evidence;

Ability to speak knowledgeably and with authority about program functions and to advise staff on how to address situations that occur;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

EVIDENCE ASSISTANT (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two years of general office experience working in a municipal police department, one year of which involved the custody of evidence and property.

SPECIAL REQUIREMENT:

Candidate must indicate ability to type, i.e. courses in typing or typing work experience.

PS1307

ADOPTED: 03/01/96

REVISED: 05/15/96 06/30/97