



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	<b>910342017 910342018</b>	<b>Last Revised:</b>	<b>02/20/2018</b>
<b>Position Title:</b>	<b>Evidence Control Custodian</b>	<b>Department:</b>	<b>Cherokee Police</b>
<b>Reports to:</b>	<b>Chief of Police and / or Captain</b>	<b>Division:</b>	<b>Marshal Services</b>

### Primary Function:

The primary function of the Evidence Control Custodian is to maintain a secured repository and control for all evidence recovered, received, and/or impounded by the Cherokee Indian Police Department personnel and/or other Law Enforcement Agencies. All Evidence and property taken into Custody by any Cherokee Indian Police Officer and/ or other Agencies shall be turned over to the Evidence Control Custodian for storage, tracking, and disposition. The Evidence Control Custodian will be responsible for maintaining a complete inventory for all evidence and property submitted by any officer.

### Job Duties and Responsibilities:

- Interact with internal and external customers / clients in a polite and professional manner.
- Maintains security, custody and control over all property and evidence seized by employees until a disposition through the criminal justice system has been reached and identified owners are established.
- Maintain an electronic record and paper records for all evidence and property taken into custody.
- Assigns a property control number to each piece of evidence and property.
- Maintains and keeps all evidence and property submitted properly and in numerical order, tagged, labeled and stored.
- Maintain chain of custody documents for evidence and property.
- Complete all paperwork and arranges for evidence to be sent to appropriate agencies for further testing and/or analysis.
- Responsible for logging out evidence to Officers and/ or other agencies (ATF, BIA, SBI and FBI) for court trials and/ or analysis.
- Responsible and accountable for all valuables taken in as evidence.
- Ensures that all firearms are unloaded, being tagged as stolen, impounded and property, stored in the firearm boxes properly and are accompanied by a DCI report.
- Responsible for completing an annual inventory of all evidence and property in compliance with audit protocols.
- Serves as the primary contact person in the Police Department for the Tribal, Jackson County, Swain County, Graham County, Cherokee County and Federal Court for inquires of evidence.
- Serves as the contact person authorized for external lab vendors.
- Assists officers who turn in the evidence with the following responsibilities:
  - Completion of the required paperwork to process.
  - Correctly label and package the evidence and property prior to submitting it to evidence control.
- Signing out and transporting the item to court.
- Serves as Agency administrator for SBI Laboratory website.
- Ensures that packaging materials, labels and supplies are readily available for officers to use.

- Responsible for returning evidence and property to owner upon receiving a Court Order or Judgment to release any evidence.
- Will be responsible for verifying the Return of Property form is filled out accurately and all necessary documents are obtained upon releasing of property.
- Will be responsible for following the "Disposal Procedure" of all evidence that is Court Ordered to be destroyed.
- Testify in court procedures if the need arises.
- Must submit to a polygraph test on occasion.
- Will be required to wear and work in Personal Protective Equipment and/or other restrictive gear.
- Will work in a potentially hazardous environment, with hazardous materials (body fluids, blood stain material, corrosive acids/bases, and flammables)
- May work with dangerous material in potentially hazardous conditions.
- Performs routine clerical work (typing memos, letters, etc.)
- Ability to review reports with a high attention to detail and accuracy.
- Working knowledge of computer databases, spreadsheets, Microsoft Word, Excel, Power Point, Access, email and the internet.
- Ability to communicate effectively in oral and written forms.
- Ability to maintain effective working relationships with co-workers, supervisors and other law enforcement agencies.
- Ability to work independently and manage time effectively and to handle multiple tasks.
- Maintains security, integrity and access to evidence and secured evidence storage area.
- Will be required to work evenings, nights, weekends, and rotating on-call schedule.

**Education**

**/Experience:**

- Associate's Degree is required.
- Must possess and maintain a valid North Carolina Driver's license at all times.
- The applicant must be at least 21 years of age.

Must submit to a background investigation and cannot have any misdemeanor convictions in the last five years, cannot have any pending criminal charges at the time of application including misdemeanors or felonies and cannot have any felony charges. Position will require up to Six to Nine months to become proficient in most phases of the job. Must also be highly trustworthy and willing to submit to a polygraph. Must take additional training as assigned by Chief of Police and / or Captain as required for this position.

**Job Knowledge:**

1. Evidence Operations:
  - Ability to maintain a neat and orderly work environment.
  - Safely transports evidence from temporary submission storage locations to an authorized secure evidence storage area.
  - Ensures proper packaging and complete documentation of evidence submitted.
  - Enters and maintains evidence and property information into a computerized records management system.
  - Must be skilled in the use of a wide variety of office equipment.
  - Must have computer skills and be familiar in the use of Microsoft Office applications.
2. Teamwork, Communication, and Customer Service:
  - Demonstrates respectful attitude towards citizens regarding the release of property.
  - Ability to effectively communicate with officers and investigators in the process of releasing evidence for court review as well as daily communication

regarding evidence packaging, paperwork and general evidence procedures.

- Provides training to new and existing personnel on issues related to safe and proper evidence packaging and storage.
- Coordinates with external laboratories for proper evidence analysis.
- Acting as liaison within and outside the organization.

3. Evidence Disposition:

- Communicates with officers and County courts to dispose of evidence that is no longer required to be held by tribal, state and federal statute.
- Makes numerous decisions regarding the best method of property disposal.
- Coordinates with outside sources to dispose of sensitive items such as guns and drugs.

4. Chain of Custody and Court Testimony:

- Provides court testimony to show that evidence was stored and controlled in a secure area with limited access to a minimum number of authorized personnel.
- Demonstrates to the court that evidence is not altered and can be positively identified from all other items of similar appearance.
- Will be required to read and interpret legal documents.
- Ensuring proper transfer of evidence protocols are followed when transporting evidence to and from laboratories or other agencies.

**Contact with Others:**

Has daily contact with Police Department and Court Personnel. Other contacts include Federal, State, and County Agencies. Has frequent contact with public and officers, both in person and by phone. The nature of the work requires a high degree of courtesy and business etiquette to maintain positive working relationships.

**Confidential Data:**

Has access to all criminal records, Department of Motor Vehicle information, juvenile cases, NCIC/DCI data variety of sensitive information which are considered highly confidentiality and should only be disclosed to authorized personnel. Ability to use complex criminal records databases and department-specific applications. Ability to maintain evidence files, memos, juvenile information, crimes, and charges which are all considered highly confidential. Must adhere to the Tribal confidentiality policy and procedures.

**Mental /Visual /Physical Effort:**

Work requires considerable physical exertion such as walking, standing, stooping, reaching, and the recurrent lifting of packages and/or objects of weight in excess of fifty (50) pounds. Work entails long hours including nights, weekends, and holidays. Subject to frequent interruptions, both by phone and in person.

**Environment:**

- Willing to work in potentially hazardous environment with moderate physical demands.
- Willing to work in a hazardous environment and/or with hazardous material.
- Willing to work with dangerous materials and potentially hazardous conditions.
- Willing to work with human remains or other biological materials.
- Willing to work in a secured, close circuit, secluded section.
- Willing to work with biohazards, hypodermic syringes, guns, and explosives.
- Willing to work in an enclosed office environment while performing stressful job duties.

**Resourcefulness and Initiative:**

Follow well defined procedures and guidelines in job duties with minimal supervision. Judgement and initiative are required to maintain accuracy to prioritize work and meet deadlines.

**Responsibility for Accuracy:**

Computer entries and records must be accurate and well maintained, as information is utilized by the court, department personnel, federal, state and local agencies.