



## Evidence Manager

**Job Code:** 13  
**Exempt:** No  
**Department:** Sheriff's Office  
**Reports To** Services Division Lieutenant  
**Location:** Sheriff's Office  
**Date Prepared:** October 11, 2018  
**Date Revised:** October 17, 2018

**Safety Sensitive:** This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

Safety Sensitive Designation Requirements:

**This position is safety sensitive and subject to pre-employment, reasonable suspicion, and random drug and alcohol testing.**

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant only to the extent medically and reasonably feasible*

### GENERAL DESCRIPTION OF POSITION

The incumbent manages the evidence and non-evidential property received from law enforcement personnel. Assures preserving the chain of custody is followed. Assist in maintaining the BAC Intoximeter EC/IR II operations according to Arkansas State Health Department Guidelines. Performs daily duties of receiving, maintaining, storing, transporting, releasing and disposing of evidence, and is responsible for the implementation and maintenance of records. Oversees the operation and the maintenance of the Mobile Video Recording system. Maintains the permanent prescription drug drop-off boxes and disposes of the drugs properly. Performs a variety of specialized and technical clerical and public contact duties for various police department areas, other law enforcement agencies, related criminal justice offices and the general public. Work is performed in accordance with federal and state laws plus established policies/procedures with considerable need for independent judgment and a high degree of accuracy.



### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Receives, reviews, catalogs, labels, tags, marks, packages, documents, and stores submitted property and evidence: safeguards integrity of the chain-of-custody.
2. Evaluates the worth of adjudicated evidence and unclaimed property in preparation of legal disposal and disbursement in accordance with state and local rules and regulations regarding property disposition.
3. Prepares evidence and court exhibits and testifies in court as required under subpoena.
4. Provides a variety of police related information to the public and governmental agencies, demonstrating professionalism, courtesy and discretion.
5. Receives requests from officer on call for special or specific information, follows up with appropriate information and relays the same back to the officer.
6. Composes a variety of correspondence, reports and other materials requiring independent judgment as to content, accuracy and completeness.
7. Conducts annual inventory of property and evidence storage areas to ensure the safeguarding of and accurate accounting of all items currently stored.
8. Maintains inventories and orders evidential departmental supplies and materials.
9. Attends meetings, training classes and conferences, and studies updated applicable reference materials in order to remain current on job-specific issues.
10. Provides absolute security of all evidence items.
11. Keeps current on County policies and procedures, and federal and state laws to ensure that the County is in compliance at all times.
12. Assist the Crime Scene Technicians with collection of evidence, crime scene photography and preserving the integrity of said crime scene.
13. Ensures hazardous materials and evidence is appropriately handled, identified, contained, stored, transported, tested, and legally disposed of according to Federal and State laws.
14. Prepares unreturnable items for disposal in a manner prescribed by department policies and procedures, court orders, federal laws and state statutes.
15. Receives large sums of cash from seizures, or lost and found situations. Prior to release, cash monies and court orders are verified for accuracy.



WASHINGTON COUNTY  
*Job Description –Evidence Manager*

16. Responsible for receipts, examination, storage, inventory and disposal of all weapons. Files destruction orders along with any paperwork that is to be filed with the courts. This includes verifying criminal history of persons before the return of firearms.
17. Make periodic trips to Little Rock and Lowell to deliver and pick up evidence at the State Crime Lab(s) and to facilitate repairs of the BAC Intoximeter at the Arkansas Department of Health.
18. Routinely checks and empties the permanent drop-off boxes that contain scheduled drugs and non-scheduled drugs. Weighs, logs and stores the prescription drugs.
19. Properly destroys prescriptions drugs that are collected from the drug drop-off boxes.
20. Oversees the operations of the Mobile Video Recording system including refilling the Media bin with blank media. Properly storing and labeling all Media for evidence.
21. Responsible for ordering supplies for the Mobile Video Recording system.
22. Have in-depth knowledge of how to operate the Mobile Video equipment and be able to troubleshoot equipment problems. Contact manufacturer for tech support when needed.
23. Retrieve video from the Mobile Video Recording system, storing to media as evidence, to fulfill requests from prosecutors, attorneys, other law enforcement agencies and for FOIAs.
24. Oversees duties of part time employees (if assigned) and ensures quality of work.
25. Perform any other related duties as required or assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 3 years related experience and/or training, and 7 to 11 months related management experience, or equivalent combination of education and experience.

### **COMMUNICATION SKILLS**

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or



difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

### **CRITICAL THINKING SKILLS**

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

### **SOFTWARE SKILLS REQUIRED**

Advanced: Other

Intermediate: Database

Basic: Alphanumeric Data Entry, Contact Management, Programming Languages, Spreadsheet

### **INITIATIVE AND INGENUITY**

#### **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

#### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

#### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

### **MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations;



also to determine or select material and equipment where highly variable sequences are involved.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

### **RESPONSIBILITY FOR WORK OF OTHERS**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments: Not indicated.

### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

### **ACCURACY**

Probable errors would normally not be detected in succeeding operations and may have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

### **ACCOUNTABILITY**

#### **FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

#### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.



### **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

### **PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

### **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

### **WORKING CONDITIONS**

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

### **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear; occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up



WASHINGTON COUNTY  
*Job Description –Evidence Manager*

to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

**ADDITIONAL INFORMATION**

**EDUCATION and/or EXPERIENCE:**

Graduation from High School or GED with three years or more of law enforcement experience or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Must be 21 years of age or older. Must possess or be able to obtain by the time of hire a valid state driver's license without record of suspension or revocation in any state.

**OTHER SKILLS and ABILITIES:**

Must be able to read and write the English language. Submit to and pass a drug screen for illegal drugs (after job is offered). Must have thorough knowledge of modern law enforcement principles, procedures, techniques and equipment. Must have working knowledge of laboratory technique, and classification systems. Considerable knowledge of evidence collection and maintenance, lost/found property maintenance and disposition practices, court procedures and crime lab packaging and procedures. Effective communication skills are required, must be able to follow verbal and written instructions. Perform detailed work with a high degree of accuracy. Work independently with minimal supervision. Analyze information and draw valid conclusions. Must be able to operate all associated equipment.

**SIGNATURE SECTION:**

This job description has been approved by all levels of management:

HR Director: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_