

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: EVIDENCE CUSTODIAN  
CLASS CODE: 5042  
EFFECTIVE DATE: Amended 10/13/2006 (Revised 08/24/2004 version)  
MARKET POINT: Based on applicable market study  
  
DEPARTMENT: Sheriff

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### **JOB SUMMARY**

Under general supervision of the Evidence and Crime Lab Supervisor, performs specialized clerical and routine technical work relating to securing, storing, and disposing of seized evidence and property according to federal and state law and department procedures.

### **CLASS CHARACTERISTICS**

This is the primary evidence support classification.

### **ESSENTIAL FUNCTIONS**

Receives, sorts and secures property delivered to the Utah County Sheriff's Department Evidence Room.

Evaluates submitted property and evidence to assure items have been correctly and adequately packaged and marked according to applicable laws and department policy.

Organizes, verifies, prepares, and transports evidence to be submitted to the state crime laboratory for analysis.

Accounts for security and integrity of evidence room. Follows strict procedures on evidence storage and disposition. Preserves the critical chain of evidence. Testifies in court when subpoenaed.

Determines appropriate and lawful disposition of property. Releases property to deputies, lawful property owners, legal court system, or other law enforcement agencies. Releases property for sale at public auction. Compiles and maintains accurate records of all property transfers, releases, and decisions made.

Conducts periodic audits of evidence and property items held within the evidence room.

Maintains supplies for crime scenes, processing evidence, and developing photographs.

Verifies and authenticates NCIC listings of stolen property to insure only current information is maintained.

Receives phone calls and correspondence. Explains evidentiary procedures to deputies, the general public, and other agencies. Releases only authorized information.

Provides technical guidance and training to deputies on handling, preparing, and booking evidence.

### **ADDITIONAL RESPONSIBILITIES MAY INCLUDE**

Assists in gathering evidence at crime scenes including, but not limited to, locating, identifying, photographing, and lifting of latent fingerprints and other types of physical evidence.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to maintain cooperative relationships with those contacted in the course of work activities; Ability to communicate verbally and in writing; Skill in the use of photography equipment; Ability to make rapid decisions and solve problems under pressure; Knowledge of department policies, criminal law, court procedures; and how to collect, organize, and preserve evidence from a crime scene; Ability to organize data, file, and use computers to complete reports and retrieve case information; Knowledge of Automated

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Fingerprint Identification system (AFIS) procedures and state and federal lab requirements; and Ability to analyze and organize evidence for prosecution.

### **PHYSICAL DEMANDS**

Typically sit at a desk or table; Frequently walk, stand, or stoop; Regularly lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; Ascend or descend ladders, scaffolding, ramps, poles, and the like; Use tools or equipment requiring a high degree of dexterity; Regularly drive a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; Need to distinguish between shades of color; and Communicate via radio.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is generally performed in an environmentally controlled room; Work regularly exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, poor ventilation and hazardous chemicals; Work occasionally exposes incumbent to contagious or infectious diseases; Work is occasionally performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; Work requires use of protective devices such as masks, goggles, and gloves; and Work exposes incumbent to unknown, dangerous, and/or life-threatening conditions.

### **EDUCATION AND EXPERIENCE**

Equivalent to a high school diploma and three (3) years clerical or technical experience in law enforcement program support work or a related field. Preference may be given to applicants with experience in photography, fingerprint recovery, crime scene processing, and/or evidence recovery. Must be at least twenty-one (21) years of age. Preference may be given to individuals who pass the typing test at or above 40 WPM net. Selected applicants are subject to, and must pass, a full background investigation.

### **LICENSING AND CERTIFICATION**

Applicant must possess a valid State of Utah driver's license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.