# PROPERTY AND EVIDENCE SPECIALIST

## POSITION SUMMARY

This is a civilian support position which works unilaterally with all police operations divisions as well as the police records division. The position is primarily tasked with managing and overseeing the departments evidence processing system which includes all aspects of evidence intake, categorization, storage, distribution and recording of physical and forensic evidence. This position is also responsible for technical preparations, redactions and distribution of all audio and video evidence created through the Axon framework, interview room recording system(s), the PSAP center audio logging system and city-wide intersection camera system. Further collateral responsibilities include providing aid to the police records division as needed or prescribed. This position will report to the Criminal Investigations Sergeant.

## ESSENTIAL DUTIES AND RESPONSIBLITIES

- Receives, records, labels and stores property and evidence; ensures chain-of-custody procedures are followed; Maintains strict inventory and record of all evidence processed.
- Maintains evidence in evidence vault or other storage areas.
- Processes lab requests and returns.
- Assures all mandatory state reporting forms are complete, true and accurate.
- Testifies in court trials to validate the chain-of-custody of evidence.
- Prepares evidence for court exhibits.
- Participates in regular and unannounced evidence system audits.
- Conducts quarterly audits of money, firearms, and narcotics.
- Provides evidentiary copies and/or redacted copies of evidence to investigators, court personnel, prosecutors, defense attorneys, and for fulfillment of open records requests as required.
- Monitors all transactions of evidence.
- Collects DNA samples from and fingerprints sex offenders
- Assists in registration and auditing of sex offender files and documentation.
- Maintains and inventories all investigative technology as needed.
- Conducts the technical preparation of video tasks, such as by creating working copies, integrity verification, write protection, organization of files and playback optimization. Tracks case dispositions and purges property and evidence in accordance with NDCC.
- Performs other duties of a similar nature or level.

**Knowledge, Skills, And Abilities (position requirements at entry):**

- Basic applied mathematical principles (addition, subtraction, multiplication, division)
- Spelling, grammar and English composition;
- Basic computer skills
- Basic organizational skills and record keeping practices;
- Understanding of the basic elements of criminal investigations, chain-of-custody laws, and the Judicial process;
- Knowledge of evidence storage and security principles and procedures;
- Ability to use a variety of office equipment and related applications;

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- Ability to communicate effectively both verbally and in writing, with emphasis on customer service;
- Ability to establish and maintain effective and harmonious working relationships with co-workers and supervisors.
- Effective analytical and listening skills;
- Ability to maintain a high degree of confidentiality;
- Excellent prioritization, time management and organization skills.

**Education and Experience:**

- High School Diploma or GED Equivalent; Associates Degree (AA/AAS) Preferred.
- Two years' experience in inventory management, cataloging, accounting and/or records management with an emphasis on experience within the criminal justice system.
- Or an equivalent combination of education and work experience sufficient to successfully perform the essential duties of the job.

**Special Requirements:** *(*position requirements at entry):

- Valid Driver's License.
- Must pass a criminal background check with no criminal convictions for theft or drug related offenses.
- Ability to obtain NEXTest & NCIC certification and maintain access authority required for the use of criminal justice computer programs and equipment. Buccal swab certification within 30 days of employment.

## WORKING CONDITIONS

- Working conditions involve some exposure to moderate risk of accidents and require following basic safety precautions. Physical demands include moderate physical activity that includes prolonged standing and/or walking. Work may require routine travel.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Positions in this class typically require: climbing, balancing, stooping, kneeling, lifting, crouching, reaching, standing, walking, driving, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Some exposure to unpleasant conditions; Works directly with sex offenders (one-on-one) during registration, collecting fingerprints and buccal swabs; Handling of narcotics, firearms and biohazards associated with some forms of evidence.
- Position may require some travel within the city and occasional after hours and weekend work.

**Classification:** Grade 13 (G-13)
**FLSA:** Non-Exempt
**Created and reviewed:** Chief Cianni, HR Nameniuk 1/4/2024. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.
**Approved by City Commission:** 1/09/2024

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