



LARAMIE COUNTY

JOB DESCRIPTION

TITLE:	Property & Evidence Custodian	FLSA:	Non-Exempt
DEPARTMENT:	Sheriff	REVISED:	

Summary: Under general supervision, performs a variety of clerical and administrative work involving the receipt, preservation, storage and release of property and evidence in accordance with State laws and County policies and procedures.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Receives property and evidence from law enforcement officers; documents receipt of items; maintains the technical chain of possession from intake to final disposition; assures the integrity of the evidence management process.
- Collects, preserves, logs and secures evidence collected by law enforcement officers in accordance with state laws and County policies and procedures; marks and stores all evidence in an orderly manner for quick retrieval; documents all handling of evidence and property; maintains activity logs and generates reports as needed.
- Stores and safeguards property and evidence, including seized, recovered, and found property; enters and updates data into computer system; mails and transports evidence to crime laboratory for testing; releases items to authorized parties; documents return of evidence to custody.
- Secures and stores all evidence to maintain the proper chain of evidence for court presentation; releases items to authorized parties for court purposes and laboratory analysis; documents return of evidence to custody.
- Researches and tracks case dispositions for disposal and release of evidence and property; upon notification of case closure from appropriate authority, destroys or disposes of evidence and property, or returns to owner.
- Maintains property room log book and inventory listing; verifies completeness of reports and case documentation; conducts regular inventory of evidence room and property.
- Processes confiscated weapons; traces weapons through ATF and other databases; assures legal procedures are followed.
- Issues, stores and maintains Sheriff's Department equipment and supplies as directed.
- Reviews and verifies reports and legal documents, and processes according to policy and procedures.
- Collects statistical data and compiles data for reports; assures the accuracy of databases.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of County policies and procedures.
- Knowledge of basic functions, procedures, and policies of the Sheriff's Department.
- Knowledge of rules for the collecting, preserving and securing of physical evidence.
- Knowledge of pertinent Federal, state, and local criminal and civil laws, codes and regulations.
- Knowledge of basic laws and regulations governing the release of information from law enforcement agency records.
- Knowledge of the principles of record keeping and records management.

- Skill in packaging and organizing numerous items of evidence in an orderly fashion for storage and retrieval.
- Skill in the careful evaluation, processing and safekeeping of property and evidence.
- Skill in maintaining accurate evidence records and generating special and periodic reports.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in establishing and maintaining effective working relationships with public officials, outside agencies, County staff and the general public.
- Skill in effectively communicating verbally and in writing.

Minimum Qualifications:

High school diploma or GED equivalent, AND one (1) year of clerical and computer experience, preferably in a Law Enforcement environment; OR equivalent combination of education, training and experience. Must pass a thorough background investigation; specific technical training and Property and Evidence Specialist Certification may be required.