

**Classification: Non-exempt**

**Range: 90**  
(\$15.43-\$21.59)

**Brush Police Department**  
**Evidence Custodian**

**General Statement of Duties:** Works under the direct supervision of the Chief of Police. Responsible for digital and physical evidence

**Essential Functions**

- Serve as Primary Evidence Custodian for department
- Responsible for Body Worn Camera Evidence
- Responsible for Records Management of the Brush Police Department
- Responds to customer inquiries and correspondence
- Answers telephones
- Handles money
- Applies for and oversees department grants
- Serves as CJIS Operator

**Examples of Duties:**

The following duty statements are not intended and should not be interpreted to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this position. Other duties and responsibilities are performed as assigned.

- Maintains digital database for Body Worn Camera footage; includes classifying, managing, and tracking files within the database. Will work closely within policy and legal requirements for the development and management of digital evidence storage
- Manage all physical evidence in the possession of the Brush Police Department; includes maintaining records of evidence, ensuring chain of custody, transporting evidence to crime lab(s) for analysis, purging of evidence as necessary
- Responds to customer inquiries via phone and direct contact. Responsible for providing all customers and the public with excellent service
- Serves as an Assistant Records Clerk. Is responsible for receiving/processing, organizing, storing, and retaining various documents and records
- Responsible for office supplies and equipment purchasing.

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- Assists in Preparing Police reports for submission to District Attorney's Office, including all eDiscovery submissions.
- Responsible for accurate and timely data entry and reporting to various County, State and Federal agencies.
- Maintains City of Brush and Brush Police Department Contact Information in conjunction with Morgan County Communications Center.
- Acts as CJIS operator and is responsible for accurate and timely data entry.
- Performs all other duties as assigned by the Chief of Police, or his designee.

**Job Requirements and Difficulty of Work:**

Must have already passed or will pass all required CCIC and NCIC testing within 90 days of hire

Must pass extensive background check in order to work with the CCIC and NCIC systems

Maintains a professional working relationship with Officers and City staff

Must demonstrate strong computer skills and technical abilities

Demonstrates excellent phone etiquette

Demonstrates ability to prioritize and multi-task

Demonstrates ability to understand and follow directions

Demonstrates ability to work with the public

Demonstrates ability to perform excellent customer service

Maintains loyalty and confidentiality

Considerable knowledge of modern office practices, procedures and equipment

Must demonstrate knowledge and application of correct grammar, spelling and punctuation

Thorough knowledge of regulations and operating policies and procedures, some of which may be acquired through on-the-job training

Demonstrates the ability to work under stressful and demanding conditions

Exercises sound judgment and works independently.

The employee shall work well under pressure, meet multiple and sometimes competing deadlines.

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The employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.

**Physical Requirements and Work Environment:**

The job's physical demand requirements place the position in the *Sedentary* category according to the U.S. Dept of Labor's Dictionary of Occupational Titles, Volume II, Fourth Edition, Revised 1991

*Occasional (up to 33%) Frequent (34%-66%) Constant (67%-100%)*

Requires standing, walking, squatting, kneeling, carrying and overhead reaching and stairs occasionally

Requires sitting, angular reaching, wrist flexion/extension, supination/pronation (wrist/elbow rotation) and grasping constantly

Must be able to carry paperwork with one hand occasionally and carry various office objects of varying weight with 2 hands

Must be able to lift various office objects of varying weight

Work is performed in a standard office environment

Requires sustained attention and feeling sensation

May require overnight trainings at various locations

**Qualifications:**

High School diploma or equivalent required.

Must be at least 21 years of age

Must have already passed or will pass all required CCIC and NCIC testing within 90 days of hire.

Must be able to pass extensive background and criminal history check

Must have strong computer competency and technical know-how

Must be proficient in Microsoft Word, Excel, and Access

Continuing education is required

Minimum of Associate Degree in Business or two years college education in a business related field preferred

At least three years progressively responsible office experience preferred

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