



DEPARTMENT OF

POLICE

EVIDENCE & PROPERTY CONTROL SPECIALIST

Salary: \$42,330

Type: Full-Time

Benefits: Full Range of Benefits

Date Posted: 5/29/2024

About Police

The members of the Salisbury Police Department are committed to providing the highest quality of police services by empowering our members and the community to work in partnership with the goal of improving the quality of life within the City of Salisbury, while at the same time maintaining respect for individual rights and human dignity. PRIDE in our community, PRIDE in our department, and PRIDE in ourselves.

Profile

The Evidence and Property Control Specialist has responsibility for all property coming under the control of the Salisbury Police Department and plays a pivotal role in the management and preservation of evidence crucial to criminal investigations. Responsibilities include meticulously cataloging, storing and safeguarding all forms of evidence while following strict chain of custody protocols. This role ensures the integrity and admissibility of evidence in judicial proceedings, contributing significantly to the success of investigations. Additionally, the specialist oversees the proper disposal or release of property in compliance with departmental policies and legal requirements. Must be detail oriented with exceptional organizational skills, and a commitment to upholding standards of accountability and transparency. The Evidence and Property Control Specialist serves a crucial link in safeguarding the rights of individuals involved in legal proceedings while supporting the overall mission of the department.

Preferred Education

Associate's Degree in business administration or related field; 3-5 year of experience may substitute for Associates Degree.

Preferred Experience

- Ability to maintain confidential and sensitive information
- Good written and verbal communication skills
- Highly organized with excellent attention to detail
- Ability to navigate new computer software systems and applications.

Requirements/Certifications

Must possess a valid driver's license and pass a full background investigation including drug screen.

How to Apply

- 1 Visit PoliceApp.com/SalisburyMD

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. Jobs will be posted for a minimum of 2 weeks.

Classification Title: Evidence & Property Control Specialist

Grade: 5

Department: Police Department

FLSA Status: NE

Date: 03/08/2024

Position Profile: The Evidence and Property Control Specialist is responsible for the proper handling, storage, and disposal of evidence and property in compliance with departmental policies, legal regulations, and standards of evidence preservation with the Salisbury Police Department. The roles of an Evidence and Property Control Specialist are vital supporting the integrity of investigations and upholding the principles of justice.

Duties and Responsibilities

Administrative Management: Administrative management in the role of an Evidence and Property Control Specialist within a police department involves overseeing various administrative tasks related to the handling, documentation, and organization of evidence and property.

- **Record Keeping:** Maintaining accurate and up-to-date records is essential along with the overseeing the proper documentation of all evidence and property transactions, including intake, storage, disposal, and release.
- **Database Management:** Accurate utilizing specialized software or databases for evidence and property management is common practice.
- **Reporting:** Generating reports on evidence and property status, transactions, and inventory levels is part of administrative management.
- **Policy Compliance:** Ensuring compliance with departmental policies, as well as relevant laws and regulations governing evidence handling and property management is an administrative aspect of this position.
- **Training and Supervision:** Participates in the development of training materials, conducting training sessions, and providing ongoing guidance and supervision to ensure that all personnel adhere to established procedures.
- **Resource Management:** Managing resources such as storage space, equipment, and supplies is essential for efficient evidence and property control.
- **Quality Assurance:** Implementing quality assurance measures to uphold the integrity of evidence and property is a critical administrative function inherent in this job.
- **Communication and Coordination:** Effective communication and coordination with other departments, agencies, and stakeholders are essential for seamless operations.
- **Monthly Operations:**
 - Disposes or releases evidence in accordance with regulations, statutes, court procedures and within established policies (to include traveling to other facilities for drug and firearm disposals, and to arrange for the mailing of items as needed.)

- Receives non-evidentiary abandoned or found property, determines ownership and facilitates the proper release or disposal in accordance with regulations, statutes and court procedures;
- Conducts monthly, quarterly, annual, and unannounced inspections and audits of evidence and property, including currency;
- Travels to evidence lockers and remote storage locations in assigned areas to retrieve evidence and property into custody;
- Handles large sums of U.S. currency, facilitates and documents deposits and releases in accordance with regulations, statutes, court procedures and within established policies (transports currency to the appropriate facility.)
- Handles firearms and weapons, including ammunition and releases in accordance with regulations, statutes, court procedures and within established policies
- Pre-Scheduled laboratory responses for testing of evidence

Skills Proficiency/Strategic Planning: Both skills proficiency and strategic planning, is needed in this position to ensure compliance with legal requirements, maintain the integrity of investigations, and to support the overall mission of the department.

- **Evidence Handling Expertise:** Proficiency in evidence handling is fundamental, including knowledge of proper procedures for receiving, documenting, storing, and disposing of evidence.
- **Attention to Detail:** The ability to pay close attention to detail is essential for accurately documenting evidence and property transactions
- **Organizational Skills:** Effective organization is key to managing evidence and property efficiently.
- **Analytical Thinking:** An Evidence and Property Control Specialist must be able to assess current processes and identify areas for improvement.
- **Legal Knowledge:** A strong understanding of relevant laws, regulations, and departmental policies is essential.
- **Communication Skills:** Effective communication is vital for collaborating with law enforcement personnel, legal professionals, and other stakeholders.
- **Technology Proficiency:** Proficiency in using technology and specialized software for evidence and property management is important.
- **Risk Management:** A specialist must be able to identify risks to the integrity or security of evidence and property.

Leadership/Team Leader: While this role may not always involve direct supervision of a team, leadership qualities are crucial for effectively managing evidence and property and collaborating with other departmental personnel.

- **Guidance and Training:** An Evidence and Property Control Specialist provides guidance and training to team members involved in evidence and property management.
- **Problem-Solving:** In this role, one must be proactive in identifying issues, analyzing root causes, and implementing solutions to prevent recurrence and improve processes.
- **Communication Skills:** Evidence and Property Control Specialists must be able to convey information clearly and concisely to team members, as well as communicate with other departments, stakeholders, and law enforcement personnel.

- **Accountability:** This position requires ensuring that all personnel adhere to established procedures and protocols in regards to property and evidence.
- **Collaboration and Teamwork:** This job includes encouraging teamwork, recognizing that successful evidence and property management requires a coordinated effort.
- **Stewardship/Financial:** This position entails ensuring that evidence and property are managed effectively while maximizing the value of taxpayer dollars.
- **Resource Allocation:** A key responsibility of the Evidence and Property Control Specialist is to manage resources efficiently, including the procurement of equipment, supplies, and storage facilities
- **Cost Reduction Strategies:** Effective stewardship entails identifying opportunities for cost savings and implementing strategies to reduce expenses.
- **Asset Management:** The Evidence and Property Control Specialist is responsible for maintaining accurate inventory records, conducting regular asset assessments, and implementing measures to safeguard assets against loss, damage, or theft.
- **Risk Management:** Stewardship involves assessing financial risks associated with Evidence, property management activities and implementing measures to mitigate these risks.

Development/Leadership Development: Development is essential for this position as it contributes to the department's mission and upholds the highest standards of professionalism and integrity in evidence and property management.

- **Training Programs:** Implementing training programs tailored to the needs of Evidence and Property Control Specialists is crucial for skill development.
- **Formal Education Opportunities:** Encouraging Evidence and Property Control Specialists to pursue formal education, such as college courses or professional certifications, enhances their knowledge base and qualifications.
- **Professional Associations and Networking:** Encouraging participation in professional associations and networking events allows Evidence and Property Control Specialists to connect with peers, share best practices, and stay informed about industry trends and developments.
- **Performance Evaluation and Feedback:** Conducting regular performance evaluations and providing constructive feedback helps identify areas for improvement and track their progress towards career goals.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, citizens, law offices, law enforcement agencies and government entities.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed, dresses neat and professional in uniform.

- **Adaptability:** Adapt to changing reporting and records keeping requirements, adapt to change in packaging and accounting for evidence, property including the use of evolving technology.
- **Information Security:** Maintain the highest standards of legal and ethical compliance when handling sensitive information, legal documents and intelligence sources.
- **Timeliness:** Meet deadlines consistently and provide information in a timely manner to support ongoing operations and decision-making processes.

Education and Experience

- High school diploma or G.E.D.
- Three years of experience in law enforcement handling evidence and property or equivalent in training, education, and/or experience
- Familiarity with inventory management principles and procedures
- Strong organizational skills and attention to detail.
- Valid State Issued Driver's License

Physical Requirements

- Work requires considerable physical effort in the handling of materials up to 50 pounds and/or continually standing or walking 40%+ of the time.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.