



Public Safety Meeting

AGENDA

October 4, 2011

I. CALL TO ORDER

II. MATTERS BEFORE COMMITTEE

1. [Approval - Evidence / Property Custodian Job Description](#)
2. [Discussion / Approval - Special Details and Task Forces Overtime](#)

III. ADJOURN



Public Safety Meeting

AGENDA

October 4, 2011

Item:

Approval - Evidence / Property Custodian Job Description

Department:

Police

Additional Information:

Policy Update with job description for Evidence/Property Custodian

Financial Impact:

Budgeted Item:

Recommendation / Request:

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Attachments / click to download

 [Job Description](#)



City of Monroe, Georgia Classification Specifications

Classification Title: Evidence\Property Custodian

Pay Grade:

FLSA Status: Non-Exempt

PURPOSE OF CLASSIFICATION:

This position is responsible for maintaining custody and control of all evidence of the Police Department. Duties include handling all paperwork submitted for evidence by the Law Enforcement Divisions and the Criminal Investigation Division. The Evidence\Property Custodian will act as the liaison between the District Attorney's Office and other jurisdictions in processing all requests for evidence\property. The Evidence\Property Custodian will maintain a computerized record of all evidence\property entered into the evidence room and\or police department issued equipment\property. He\she will submit and or transport all evidence for forensic evaluations to the Georgia Bureau of Investigation. Work is performed according to established policies and procedures; therefore, the Evidence\Property Custodian must be able to exercise sound judgment. Work requires tactful, conscientiousness, effective and efficient performance of duties with minimum supervision.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Collect evidence from evidence lockers.
- Maintain an accurate inventory of all evidence\property submitted by using the computerized evidence control program.
- Prepare court forfeiture documents for destruction of evidence\property that has not been redeemed by the owner or has been condemned by the courts.
- Be available for call to meet department needs.
- Submit written reports to the CID OIC as required.
- Responsible and accountable at all times for all evidence\property in custody of the evidence room.
- Maintain at all times the security and integrity of the evidence\property room.
- Will appear in court when subpoenaed.

REQUEST EVIDENCE FROM DA'S OFFICE:

- When the District Attorney's Office submits a request for evidence, the Evidence\Property Custodian will process the request and advise by e-mail that the evidence is ready for transfer and will obtain all proper signatures upon transfer.

EVIDENCE DISPOSITION:

- The Evidence\Property Custodian will complete a computerized monthly inventory and will request from the proper authority the disposition of case evidence. The Evidence\Property Custodian will then every 30 days prepare the proper court documents to be submitted for signature to the Chief of Police and then to the Superior Court.

ADDITIONAL FUNCTIONS:

- Performs miscellaneous tasks as needed, which may include answering telephone calls, entering case data into computer, or retrieving documentation from computer.
- Provides assistance to other employees or departments as needed.
- Notary Public
- Records management (filing, sorting, organizing, etc...)
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

- High school diploma or GED required – Associate's degree or equivalent preferred; possess and maintain a valid Georgia Driver's License; minimum of 20 years of age; no convictions of a felony or sufficient misdemeanors to establish a pattern of disregard for the law; no convictions for felony or misdemeanor while employed; honorable discharge from the US Military; successful completion of department's applicant selection process.
- Ability to successfully complete Georgia Peace Clerks Standards and Training mandated training; ability to obtain and maintain P.O.S.T. Certification; ability to obtain and maintain Evidence Tech Certification; and ability to meet and maintain compliance with present and future Georgia P.O.S.T. regulations.
- Ability to read, understand, and abide by City of Monroe and City of Monroe Police Department's Personnel Policy and Standard Operating Procedures or their functional equivalent.

PERFORMANCE APTITUDES:

DATA UTILIZATION: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

HUMAN INTERACTION: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

EQUIPMENT, MACHINERY, TOOLS, AND MATERIALS UTILIZATION: Requires the ability to operate and control the actions of equipment, machinery, tools, and/or materials requiring complex and rapid adjustments.

VERBAL APTITUDE: Requires the ability to utilize a wide variety of reference and descriptive data and information.

MATHEMATICAL APTITUDE: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

FUNCTIONAL REASONING: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principals for developing approaches and techniques to resolve problems.

SITUATIONAL REASONING: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

INTELLIGENCE: Requires the ability to learn and understand basic principals and techniques; to acquire and be able to expound on the knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.

LANGUAGE ABILITY: Requires ability to read a variety of law enforcement manuals and handbooks, logs, maps, and informational documentation, directions, instructions, and methods and procedures. Requires the ability to prepare accident reports, DUI forms, traffic citations, incident reports, repair orders, juvenile complaint forms, Implied Consent forms, vehicle storage forms, evidence sheets, chain of custody reports, witness lists, consent to search forms, search warrant applications, warrant applications and other reports according to the situation and violation. Reports must be completed using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people or groups of people with poise, voice control, and confidence.

ADA COMPLIANCE:

PHYSICAL ABILITY: Tasks require the regular and, at time, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (20-50 pounds).

SENSORY REQUIREMENTS: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally. Some tasks require the ability to perceive and discriminate sounds.

ENVIRONMENTAL FACTORS: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, violence, firearms, or animal attacks.

PSYCHOLOGICAL FACTORS: Performance of essential functions may require exposure to anger, hostility, grief, sadness, physical attack, verbal abuse, bizarre human behavior, scenes of extreme violence, death, pornography, and abuse outside the normal realm of human existence. Performance also requires that decisions be made under the stress of time and limited

information but must be based upon law, rules, regulations and professional police practices. Performance of the essential function may also include the decision to use force, up to and including deadly force.

WORKING ENVIRONMENT: While performing the essential functions of this classification work is frequently performed outside in inclement weather conditions for an extended period of time, near moving machinery, occasionally exposed to fumes, airborne particles, toxic or caustic chemicals, in extreme cold and/or heat.

The City of Monroe, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Monroe will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



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[Overtime Pay](#)

For an employee working on a special detail or task force, regular and overtime will be paid in accordance with grant or program reimbursement as stated in terms of the agreement.