

**STPSO**  
**Job Description**

**Job Title:** Evidence Officer  
**Department:** Crime Lab  
**Reports To:** Sergeant  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 12/20/2012  
**Salary Range:** \$34,800 – \$43,460

**SUMMARY** - Receives, stores, records, valuables, and other articles seized as evidence or recovered, lost, or stolen property by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Picks up evidence and property at the Law Enforcement Complexes and transports it to the evidence vaults and property rooms for storage.

Operates several different databases including but not limited to: AS400, RMS, Chainlynx.

Transports evidence to different laboratories throughout the state and area for processing.

Maintains an accurate inventory and ensures the security of all items stored as evidence or property in the evidence vaults, property room and evidence yard.

Releases property to rightful owner under proper authorization.

Prepares record of articles and valuables received, including description of article, name of owner (if known), name of police officer from which articles were received, and reason for retention.

Issues property being retained as evidence to officer at time of trial upon receipt of authorization.

Prepares list of articles required by law to be destroyed and destroys narcotics and drugs (upon authorization) in presence of official witnesses.

Prepares inventory of unclaimed articles for possible sale at auction, donation to charitable organization, destruction, or converted for official Sheriff's Office use.

Make written court worthy reports/documentation of incidents.

Testify competently in court in matter related to storage and chain of custody.

**SUPERVISORY RESPONSIBILITIES** – There are no supervisory duties in this position.

**QUALIFICATIONS** - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** - High school diploma or general education degree (GED); Basic knowledge regarding the procedures and rules of evidence is essential. Ability to understand court orders and letters of authorization in determining whether to release items seized as evidence and or property. POST Level 1 certification. Basic computer knowledge required; Ease of adapting to new database systems is a mandatory skill; Knowledge of AS400, RMS, and/or Chainlink preferred

**LANGUAGE SKILLS** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS** - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY** - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** - Valid Louisiana Motor Vehicle Operator's License; proof of residency of St. Tammany Parish (voter registration card); birth certificate (minimum age of 21 years); and Social Security Card. POST I Certificate.

**PHYSICAL DEMANDS** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must be able to climb ladders, occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

**WORK ENVIRONMENT** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.