

## **POLICE EVIDENCE CUSTODIAN/GS-22**

### **DEFINITION**

This is highly responsible work in a law enforcement environment, involving the custody and maintenance of property and evidence received by the Virgin Islands Police Department.

Work involves responsibility for the performance of a variety of assigned tasks in the custody and maintenance of property and evidence. Employees usually work a fixed shift and are on call at other hours. Duties are customarily performed in the office, but may involve field assignment from time to time as necessary. The nature of the work requires that employees in this class be capable of dealing effectively with police personnel, prosecutors and the public. Supervision is received from a superior police officer and work is reviewed through periodic evaluations and/or by audit of the property facility.

### **DUTIES (NOT ALL INCLUSIVE)**

Receives property and evidence from police officers and logs, tags and secures it in the evidence facility.

Maintains clear and accurate records of all property received, property disposed of and property submitted to various laboratories for examination.

Submits drug evidence to the appropriate laboratory for testing and maintains records of those transactions and tests.

Prepares monthly reports of all property room activity.

Transports evidence to the Attorney General's Office for examination by prosecutors.

Transports evidence to the Court and testifies regarding chain of custody and/or receipt of testing results.

Transports evidence to off-island testing facilities or court hearings.

Prepares property to be released to owners or disposed of in accordance with procedures and laws.

Prepares property for sale by auction in accordance with Virgin Islands law.

Conducts periodic audits of the property facility to ensure full accountability for all property and evidence.

Prepares reports of activities and work performed.

Performs other duties as assigned.

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#### **FACTOR 1 – KNOWLEDGE REQUIRED BY THE POSITION**

Knowledge of Microsoft Office Suite ® basic programs; Word, Access, Excel.

Ability to read, interpret and apply laws, ordinances, rules and regulations.

Ability to deal tactfully, courteously, and impartially with the police and the public.

Ability to understand and execute oral and written instructions.

Ability to write clear, accurate and concise reports suitable for submission to a court of law.

Ability to present clear and accurate testimony in court.

Ability to express oneself clearly and concisely, both orally and in writing.

Ability to successfully pass a comprehensive background check and to be bonded.

Ability to work without direct supervision.

Ability to work with computers, particularly with database entry and report generation. Familiarity with token-based identification and cataloging systems is helpful.

#### **FACTOR 2 – SUPERVISORY CONTROLS**

An employee in this position receives supervision from a superior police officer or administrator. Work is reviewed through periodic evaluations and/or by audit of the property and evidence facility.

#### **FACTOR 3 – GUIDELINES**

Guidelines consist of VIPD Rules and Regulations, VIPD Field Manual, Virgin Islands laws, general orders and directives, Property and Evidence Room Procedures Manual and the Virgin Islands Code.

#### **FACTOR 4 – COMPLEXITY**

This is highly responsible law enforcement work involving maintenance and security of evidence where the employee is expected to use sound judgment, and scrupulous attention to accurate detail. The employee must be able to deal effectively with police, prosecutors and the general public. He/she must determine the best methods to be used in security of all evidence.

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**FACTOR 5 – SCOPE AND EFFECT**

The purpose of this work is to maintain and record the property and evidence received by the Virgin Islands Police Department and to provide sworn testimony in court when required.

**FACTOR 6 – PERSONAL CONTACTS**

Contacts are made with co-workers, supervisors, representatives of other agencies and the general public.

**FACTOR 7 – PURPOSE OF CONTACTS**

Contacts are made in the daily performance of duty. Contacts are made to discharge the duties of the office, and to cooperate with other agencies.

**FACTOR 8 – PHYSICAL DEMAND**

Requires physical stamina and agility in carrying out the responsibilities of the position. Some heavy lifting may be required from time to time.

**FACTOR 9 – WORK ENVIRONMENT**

Work is mostly performed indoors. A vehicle may be also used to assist in carrying out the functions of the assignment.

**MINIMUM QUALIFICATIONS**

An Associate of Arts Degree.

**OR**

High School Diploma or possession of a valid General Equivalency Diploma and two (2) years work experience in a clerical or closely related field.

**NECESSARY SPECIAL QUALIFICATIONS**

No criminal record.

Must pass a comprehensive background check conducted by the Internal Affairs and Applicant Screening Bureau of the Virgin Islands Police Department.

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No history of serious financial problems, bankruptcy or court judgments.

Certification from the Department of Health as to physical fitness and general health.

Pass a psychological examination administered by the Department of Health or other qualified medical practitioner.

Possession of a valid motor vehicle operator's license.

Successful completion of training requirements administered by the Police Department.

**DATE:**\_\_\_\_\_

**APPROVED:**\_\_\_\_\_

**DIRECTOR**