

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Property/Evidence Specialist</b>	Department:	Police
Requisition Number:	2023132		
Hours:	40 hours per week, shift vary	Rate of Pay:	\$26.3970 per hour
Date Posted Up:	2/16/2023	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

**SUMMARY**

Working under the direction of the Property Room Manager, the incumbent oversees the management, security, and control of found, recovered, and evidentiary property and all other property in the custody of the Fort Wayne Police Department. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

**Operations**

- Participates in the daily operation of the property room; Maintains the property room (s) and property storage areas, arranges the storage and return of evidence and/or recovered stolen, found or abandoned property, reviews case status and coordinates the proper release of evidence and property to rightful owners when and where appropriate;
- Determines from experience the appropriate storage location to ensure the security and integrity of the evidence: refrigerator, main property room, fingerprinting, DNA or IBIS etc.;
- Determines the appropriate disposition of the evidence in compliance with policies and procedures and ensures correct storage area and security level;
- Maintains separate areas for IBIS, CODIS and Lab Requests and know criteria required for each;
- Maintains inventory processes and established purging processes;
- Determines the appropriate disposition of property in compliance with court orders, policies and procedures and applicable laws; ensures appropriate paperwork is submitted for release of evidence to appropriate persons, such as release to owner, determines appropriate disposal of items for auction or destruction; prepares and documents all property disposals, sends notifications to appropriate parties upon adjudication of cases, coordinates, obtains and processes court orders as needed and releases evidence as specified by law and polices;
- Deals with property according to the nature of the item and according to departmental policy and state law, destroys, notifies and returns to owner, or otherwise disposes at auction, or retains for further disposition of all property; Prepares unreturnable items for disposal in a manner prescribed by departmental policies and procedures, court orders, State Statutes and Federal law;
- Keeps evidence room locked at all times and maintains the integrity of the evidence room (s);
- Provides extra security measures for controlled substances, money, precious metals and firearms through the use of a double-locked secured area;
- Lifts 50 lbs and moves items stored in property room;

## **Document/Property Management, Processing & Analysis**

- Collects, receives, documents, stores and ensures proper custody and control of physical evidence/property in custody;
- Establishes and maintains continuity on all property received in the property room; including manual and computerized records continuity forms-chain of custody and related files;
- Logs all property received in the proper computer file in the Spillman system;
- Barcodes, tags, bags, boxes or properly maintains for identification of all evidence received;
- Maintains separate video tape/DVD storage area;
- Maintains databases in Excel, lists for various areas of storage; Maintains comprehensive records related to evidence and property such as inventory, destructions and specific items and statistical information;
- Fills requests for court evidence reviewing to make sure all evidence is court prepared;
- Generates copies of video tape and photographs from requesting court offices; Responds to inquiries and requests from department personnel, criminal justice agencies such as Allen County Prosecutors Offices, and subpoenas from Defense Attorney;
- Maintains list for auction items and follows procedure and law for correct sale of items;
- Coordinates the deposit of unclaimed monies to the appropriate accounts;
- Coordinates the proper monies received from Auctions are transferred to appropriate personnel for correct deposit;
- Signs in and out and maintains the custody and security of all items that are kept for evidence and used in criminal proceedings;
- Maintains and fills requests from Secret Service to forward Counterfeit monies after the review of each case to ensure all current proceedings are complete;
- Maintains and fills requests from ISP, ATF, DEA, US Postal Inspector and ensures continuity and proper transfers are completed;
- Keeps a computerized log of all items coming into and leaving the evidence room as well as the current disposition of all items;

## **Information & Communication**

- Maintains confidential information as required and directed upon entering information into computerized systems and on custodial reports;
- Communicates with the public by way of phone calls, answering questions, researching their cases, forwarding their calls if necessary or relaying them the information they need to assist in their case;
- Works closely with a wide variety of internal and external agencies, assisting in evaluating current status, testing required and/or completed and disposition of case;
- Verifies all information on incoming evidence/property and is packaged according to policy, through case review of dates, times, names associated, addresses and associated reports;
- Prepares correct documentation for casings and projectiles for testing and future testing;
- Works with propertyroom.com or other auction agency to assure correct and proper items are held for sale and computerized records and proper forms are maintained updated with appropriate barcodes;
- Appears and testifies in court when requested;
- Assists Evidence Manager at teaching Academy classes as requested;
- Maintains Communication with the public and Law Enforcement Agencies disseminating information;
- Communicates effectively orally and in writing in an organized, knowledgeable, clear and concise manner.

## **MARGINAL FUNCTIONS**

Performs other duties as required.

## **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

## **SUPERVISORY RESPONSIBILITIES**

Incumbent does not supervise any staff 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**

Education equivalent to a High School Diploma with a minimum of 2 years Law Enforcement Training and/or experience. .

## **OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

- Practical knowledge of departmental rules and regulations regarding property/evidence;
- Thorough understanding of law enforcement principles including Indiana Criminal Law and Criminal Investigative techniques;
- Working knowledge of DNA and the procedures/techniques used to preserve DNA evidence;
- Working knowledge of ballistic evidence and the ability to determine the requirements needed for fulfilling proper IBIS testing;
- Ability to use computers and computer files;
- Ability to write clear and concise reports;
- Must be highly organized and detail oriented;
- Types a minimum of 30 words per minute with accuracy;
- Ability to deal with the public with strong verbal skills and when needed tactful communications.

## **LANGUAGE SKILLS**

Incumbent has a wide range of contacts throughout the City, Court Administrators and the general public. These contacts are to explain, interpret and render service, carry out policies and maintain coordination. Incumbent must adhere to all rules, regulations, orders, laws and policies affecting the Police Department.

## **MATHEMATICAL SKILLS**

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

## **REASONING ABILITY**

The incumbent is required to follow legally prescribed guidelines on evidence and property handling; however judgment is needed to relate guidelines to specific cases. The work is sometimes repetitive and of substantial intricacy involving making decisions on the disposition of each item according to the nature of the item. Incumbent makes a substantial contribution involving the day-to-day operations of the property room involving the security and control of all property and evidence in the custody of the Fort Wayne Police Department. Decisions and recommendations made by the incumbent must adhere to legal and departmental guidelines. Problems or issues causing questions about work objectives and

boundaries are discussed with the Property Room Manager or the Captain of the Investigative/Support Division.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Indiana Driver’s License if City vehicle is used.
- Maintains IDACS and NCIC Certification.

**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 regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

**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 high, precarious places; in door conditions. Injury could occur when lifting heavy objects or climbing ladders to retrieve evidence. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen’s Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran’s status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.