

# **JOB OPENING**

## **Full Time Police Evidence Custodian**

**DEPARTMENT:** Police

**JOB CLASSIFICATION:** Police Evidence Custodian

**HOURS:** 7:00 a.m. to 3:00 p.m. M-F with possibility of shift adjustment on certain days to handle property releases. Schedule may vary based on departmental need.

**PAY RATE:** \$20.00 - \$22.00 per hour

**QUALIFICATIONS:** Knowledge, skill and mental development equivalent to completion of four years of high school or comparable education. Prior law enforcement/evidence experience preferred but not necessary. Must pass full criminal background check with a felony-free record, drug screen, polygraph. Must have a valid driver's license. Knowledge of Microsoft Office Suite and department software relevant to evidence and property records keeping. May require successful completion of evidence custodian or legal chain of custody course. Ability to learn and operate under strict law enforcement rules and regulations. Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to sit, stand, walk, stoop, bend and lift, use hands and fingers, handle or feel objects, tools or controls, and reach with the hands and arms. On limited occasions, portions of the required work may be located outdoors, and require the employee to walk or stand for periods. The job may occasionally require the employee to handle biohazard objects and contaminated evidence. Some items handled may be sharp, hazardous, or slippery. The employee must occasionally lift and/or move up to 50 pounds. Much of the work is performed in a warehouse like environment. The drug evidence area has an odor that may be overwhelming at times.

**REQUIREMENTS:** Performs administrative and manual work related to the acceptance, preservation, safeguarding and disposition of found, recovered, or evidentiary property in accordance with Illinois State law and Departmental policy and procedures. Involves receiving, inventorying, controlling and disposing of evidence seized by Zion Police Department. Expected to use sound judgment and scrupulous attention to detail. Responsible for maintaining an organized, restricted and secure area that houses personal property, case evidence and illegal drugs. Must be able to interact and deal effectively with police officers, prosecutor's office, crime laboratory, other law enforcement agencies, civilians, etc., on a daily basis. This is a highly responsible position and work is performed under the supervision of police administrative personnel.

**PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN REQUIRED.**