

Polk County Sheriff's Office Job Description
1215 Property & Evidence Officer

August 5, 2003, Revised October 9, 2006

Position Concept:

The Property & Evidence Officer stores, records and retrieves found or confiscated property and evidence. The member performs technical, operations and clerical duties and tasks specific to the position.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Property & Evidence Officer may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Log evidence
- Prepare evidence as requested
- Package evidence
- Reproduce audio/visual tapes and records
- Submit evidence to crime lab
- Process disposition forms
- Collect evidence
- Respond to service
- Dispose of property and/or evidence
- Open/close evidence facility
- Operate Property/Evidence equipment
- Inspect/maintain assigned vehicles
- Testify at trials/hearings/depositions
- Respond to court ordered subpoena/duces- tecum
- Maintain records
- Maintain files
- Maintain activity reports
- Prepare reports

Education, Professional Certification or License:

- High School or GED
- Course work related to inventory control, warehousing and storage keeping
- Comparable work experience may be substituted for the course work
- Valid Florida driver's license

Professional Experience:

- One (1) year experience in warehousing or inventory control

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Work is primarily performed in a warehouse and office environment
- Works around possible exposure to fumes, chemicals, narcotics, body fluids and blood.
- Work involves being on-call

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Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- Florida State Statutes
- Exposure to blood born pathogen / chemicals / narcotics
- *FDLE submission requirements
- Appropriate forms
- Storage facility and containers
- Evidence supplies
- Filing system
- Evidence collection procedures
- Radio codes, signals/Unit identifications
- Recording equipment (audio/visual)
- Office supplies
- Evidence types
- Geographical area
- Judicial procedures
- Various software
- Appropriate documents/forms/logs
- Security codes
- Alarm system operation
- Electrical equipment
- Locks and gates
- Operation of overhead door
- Criminal Justice System
- Case Reporting manual

Ability to:

- Operate forklift and scissor lift
- Operate office equipment
- Read a map
- Operate alarm system
- Read gauges
- Operate a motor vehicle and a van
- Read and write English
- Comprehend data/questions
- Pull trailer
- Perform minor vehicle maintenance

Skills:

- Communication
- Computer
- Interpersonal
- Basic English grammar
- Keyboarding
- Basic mathematical
- Telephone

Physical Requirements:

- Sit for long periods
- Stand for long periods
- See at normal range or with accommodations
- Hear at normal level or with accommodations
- Speak understandably
- Manual dexterity
- Ambulate independently
- Bend/squat
- Walk
- Lift/carry 75 lbs
- Drag/push 100 lbs.
- Climb steps
- Sense of smell (withstand strong odors)
- Recognize colors
- Strength to loosen lug nuts

For additional information on this position refer to the Job Task Analysis.

*FDLE: Florida Department of Law Enforcement