

SNOHOMISH COUNTY JOB DESCRIPTION

EVIDENCE CONTROL OFFICER (CS)

Spec No. 4024

BASIC FUNCTION

Responsible for the technical handling, control and proper storage of evidence and property for law enforcement agencies. Enters data and locates information related to property and evidence for citizens and various community agencies.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Receives evidence from officers, precincts and/or from crime scenes; labels and catalogs evidence for storage in property room or other location; enters and retrieves data from computer systems; keeps track of evidence on computer and manual records; maintains detailed chain of custody records.
2. Responds to citizen inquiries and complaints regarding their property; prepares evidence for viewing by attorneys, law enforcement personnel or the public.
3. Prepares all types of property for release, destruction and/or auction.
4. Conducts analysis of marijuana; testifies in court regarding the procedure used, the test results and the chain of custody; testifies in court regarding the handling and processing of all evidence as required.
5. Prepares evidence to be sent to laboratory for analysis and testing; transports to and from laboratories; uses precaution when handling hazardous materials.
6. Complies with constantly changing state and federal gun laws; conducts criminal history checks on citizens to determine if they are eligible to possess guns.
7. Performs routine audits of all items in the property room to ensure proper accountability; reviews inventory records with state auditor as needed.
8. Transports evidence and property to and from various locations.
9. Prepares for and conduct auctions of various items as required by statute and/or as needed.
10. Responds on a rotating "on call" basis to scenes as requested after hours and on weekends and/or holidays.

STATEMENT OF OTHER JOB DUTIES

11. Orders supplies for Evidence Unit.
12. Coordinates and maintain unit equipment.

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MINIMUM QUALIFICATIONS

Two (2) years of experience in law enforcement evidence/property handling or inventory control, accounting, records management or related area; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests. Must be a lawful permanent resident or United States citizen; minimum 21 years of age, no maximum age.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License, unrestricted except as to vision, is required prior to appointment. Must be bondable. Must pass a Civil Service examination; AND pre-employment examinations including, but not limited to, a complete background investigation, fingerprinting, criminal record check, polygraph examination and a psychological evaluation. Pre-employment drug screening is required.

Must be willing to accept responsibility for the handling and disposition of large quantities of controlled substances, money, vehicles, jewelry, and other items of value. Failure to follow or adhere to rules and regulations may result in unsuccessful prosecution of criminal cases, loss of public confidence, civil litigation and/or embarrassment to the Sheriff's Office.

KNOWLEDGE AND ABILITIES

Knowledge of:

- evidence handling techniques
- inventory and property control
- laws, rules and regulations related to evidence
- basic office practices and procedures
- computer applications and software

Ability to:

- use discretion and maintain confidentiality of information
- keyboard accurately using various computer applications and standard office equipment
- interpret and understand laws, rules and regulations
- communicate effectively, both verbally and in writing, with people regardless of age, sex, social, cultural, or ethnic background including distraught or traumatized individuals
- maintain accurate and orderly records and files
- perform strenuous physical tasks
- work independently in stressful situations
- problem solve
- deal with crisis and traumatic events

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WORKING CONDITIONS

Shift, holiday and weekend work may be required; on-call assignments are required.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 1980

Revised: September 1990, December 1994, June 2018

EEO Category: 3 - Technicians

Pay Grade: 611 – Law Enforcement Support

Workers Comp: 1501 Hazardous

Approved by Snohomish County Civil Service Commission February 3, 1999.

Approved by Snohomish County Civil Service Commission June 6, 2018.