



Evidence Custodian

Job Description

Department: Sheriff
Position: Career Service
Grade: 719
Supervisory: No
Reports to: Evidence and Crime Scene Supervisor

Summary

Under general supervision of the Evidence and Crime Scene Supervisor, performs specialized clerical and routine technical work relating to securing, storing, and disposing of seized evidence and property according to federal law, state law, and department procedures.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Receive, record, sort, and secure property delivered to the Utah County Sheriff's Office (UCSO) evidence room.
2. Retrieve and release evidence and property from and at satellite units.
3. Evaluate submitted property and evidence to ensure items have been correctly and adequately packaged and marked according to applicable laws and department policy.
4. Organize, verify, prepare, and transport evidence to be submitted to the state crime laboratory for analysis.
5. Account for security and integrity of evidence room; follow strict procedures on evidence storage and disposition; preserve the critical chain of custody; testify in court when subpoenaed.
6. Determine appropriate and lawful disposition of property; release property to deputies, lawful property owners, legal court system, other law enforcement agencies, or dispose as appropriate; release property for sale at public auction; compile and maintain accurate records of property transfers, releases, and decisions made.
7. Conduct periodic audits and inventories of evidence and property items held within the evidence room to include assisting with annual inventory.
8. Maintain supplies and ensure booking areas are adequately stocked.
9. Receive phone calls and correspondence; explain evidentiary procedures, the general public, and other agencies; release authorized information through appropriate channels.

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Job Title: Evidence Custodian
FLSA: Non-Exempt
Effective Date: 1/16/2025
Public Safety: No

Worker's Compensation: County
Background Level: Civilian
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor

10. Provide technical guidance and training to deputies on handling, preparing, and booking evidence.
11. May assist with gathering evidence at crime scenes including, but not limited to, locating, identifying, documenting, packaging, and transporting.

Knowledge, Skills, and Abilities

- Knowledge of proper packaging, handling, and storage of evidence
- Knowledge of department policies, criminal law, and court procedures
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to make rapid decisions and solve problems under pressure
- Ability to organize data, file, and use computers and programs to complete reports and retrieve case information
- Ability to analyze and organize evidence for prosecution

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

Work is generally performed in an environmentally controlled room. Work may expose incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, poor ventilation, and hazardous chemicals. Work occasionally exposes incumbent to contagious or infectious diseases. Work is occasionally performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work requires use of protective devices such as masks, goggles, and gloves. Work may expose incumbent to unknown, dangerous, and/or life-threatening conditions. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

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.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to sit, stand, talk, and hear information coming from different sources. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish

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between shades of color and patterns. The employee works for sustained periods of time maintaining concentrated attention to detail. The employee is required to type, file, and lift or otherwise move objects weighing up to fifty (50) pounds. The employee ascends or descends ladders, scaffolding, ramps, poles, and other equipment. The employee frequently drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening, weekend, and holiday work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. High School diploma or equivalent.
2. Two (2) years of combined clerical and/or technical experience in law enforcement program support work or a related field.

Preferred Education and Experience

1. Preference may be given to applicants with experience in the use of Spillman, UCJIS, and court exchange.
2. Certification as a Property and Evidence custodian through the International Association of Property and Evidence (IAPE).

Additional Eligibility Qualifications

1. Applicants must be at least twenty-one (21) years of age as of the start date.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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