



Seminole County Sheriff's Office

SR EVIDENCE SPECIALIST

Class Spec Code: 1050

Established Date: 06/27/2023

Effective: 08/16/2023

Salary Range

\$18.15 - \$27.23 Hourly

Bargaining Unit

N/A

EEO

EEO4-Administrative Support

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

Yes

General Description

Technical work responsible for the receipt, custody, storage, and disposal of evidence or other items housed by the Forensic Laboratory Services Division.

Typical Duties

Note: Listed functions, duties, responsibilities and skills are not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Evidence Handling (80%)

Receives, retrieves, logs, transfers, audits and disposes of property and/or evidence

Records and logs all monies seized

Maintains accurate chain of custody records per established procedure

Maintains accurate inventory of evidence and property

Assists other agencies in the disposal of property or evidence

Returns evidence or property to owners per established procedures

Delivers evidence to court as required

Delivers and picks up evidence at the Florida Department of Law Enforcement for analysis

Performs investigative analysis for proper disposition of evidence and document the analysis in the case file. This includes answering routine telephone inquiries from attorneys, victims, or other interested parties (14%)

Participate in the incineration process, to include auditing, reviewing and verifying documents, updating locations and assigning an evidence specialist as the burn coordinator on a rotational basis.

Maintain the rotation and on-call schedule for the Evidence Specialist in advance of assignments.

Identify, propose, organize and facilitate training for and from the Evidence Unit. To include the New Deputy class, or appoint trainer if not available.

Monitor and report the monthly status of the 18-month audit; including an audit of the more uncommon locations in Evidence Web (ie. FDLE, D/S/Det and Training Drugs).

Monitor and report backlog status of the Evidence Disposal Log, ensuring the backlog isn't over 90 days.

Compile the "Money in the Evidence Unit Safe Audit" and send to Finance, copying

the Unit Supervisor.

Accurately and thoroughly prepare monthly training reports and supporting documentation to Unit Supervisor.

Reports on and monitors the pending resolution bin and maintain the log tracking all pending resolution emails sent to submitters requesting corrections.

Assist in completing the legal case review paperwork and spreadsheet for items listed in the "Currency in the Bank" report utilized to complete the Unclaimed Money Legal Ad. Compile all of the cases the Supervisor has approved to be advertised for the upcoming Unclaimed Money Legal Ad.

Provide hands-on advice and assistance on work practices, best practices, and subject matter expertise to co-workers.

Assist in the review and development of routine procedures to ensure timely and accurate accomplishment of established operational goals.

Presents expert testimony in criminal courts and depositions upon request (1%)

Acting Evidence Supervisor in the absence of the unit supervisor.

Researches sources for the purchasing of property and evidence packaging, cleaning, and other supplies, equipment, and materials as necessary; researches service providers and makes recommendations regarding contract services to Unit Supervisor.

Performs other duties as assigned or as may be necessary in the efficient and

effective performance of the position functions (5%)

Minimum Qualifications

- Five (5) years of continuous service at SCSO as an Evidence Specialist
- Must have been rated Meets Standards or higher overall on the most recent Performance Evaluation
- Must have had no verbal or written reprimands within the last year to include formal corrective action plans
- Must obtain and maintain certification with the International Association for Property and Evidence and Property and Evidence Association of Florida
- Must complete IAPE Supervisor Training within first year of assignment
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of evidence handling procedures; of record keeping and inventory management techniques. Extensive knowledge of departmental computer programs.

Ability to demonstrate ethical and professional behavior; ability to establish and maintain effective working relationships with others; and to work independently.

Ability to establish record keeping systems; to

work with and not be sensitive to strong chemicals and odors; to work with, and not be sensitive to, evidence that may depict graphic scenes of violence.

WORKING CONDITIONS

The work environment for this position is a warehouse setting. The incumbent must be able to work in an environment where there may be exposure to scenes of graphic violence and potentially hazardous materials (biological and chemical).

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility -Frequent standing, walking, stooping, bending, climbing ladders, driving

Lifting -Able to lift 25 pounds

Visual -Constant overall vision; color perception, eye-hand coordination; depth perception; frequent reading/close-up work

Hearing/Talking - requirement to hear normal speech; hearing on telephone and radio; talking on telephone/radio

Emotional/Psychological -Exposure to emergency situations; may be exposed to trauma, grief and death

Special Requirements - Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural; frequent after hours call outs, required working weekends, nights, and/ or overtime

Environmental - Exposure to chemicals, organic compounds, biological substances and hazardous materials. These chemicals and compounds can pose a biological or health damaging risk

