

# Volusia Sheriff's Office



## Evidence Specialist

**Posting Closes:** Open until filled

**Starting Pay:** \$19.72 hourly

### General Description:

Under general supervision, the Evidence Specialist works in a high liability position, responsible for the acquisition, receipt, control, and distribution of evidence related material, as well as abandoned and recovered property. The job duties involve 65% of the employee's time performing preservation, documentation or preparation of human tissues, fluids, or physical evidence for analysis, investigation, return, auction, donation, transfer, or destruction. The employee is responsible for ensuring the evidence is properly stored including potential biological, chemical, or radiological hazards or contamination, or using materials that may have carcinogenic or health damaging properties in the handling of said evidence. Excellent customer service in providing direction, training, and oversight for this position is a must!

### Minimum Qualifications:

- Graduation from an accredited high school or GED, **AND**
- Two (2) years of responsible experience working in an evidence/property management unit within a law enforcement agency, forensic laboratory, forensic analysis unit, or other criminal justice system, **OR**
- Associate degree or some college coursework toward a criminal justice or forensic science degree and experience as described and
- Two (2) years of supervisory/oversight responsibility in the areas of auditing and reconciliation processes such as stock control, loss prevention, shipping, receiving, and accounting for a large stock warehouse.
- A comparable amount of education and experience may be substituted for the minimum requirements.
- Must successfully complete and pass required skills testing.
- This position requires the ability to work at elevated heights.
- This position requires the ability to earn heavy equipment certification (i.e.- forklift, scissor lift, etc.)
- **Must possess and maintain a valid Florida driver's license.**
- **Must be able to obtain certifications from the Property and Evidence Association of Florida (PEAF) and the International Association for Identification (IAPE) within twenty-four (24) months of hire. Must maintain the IAPE certification every five (5) years.**
- Experience conducting legal research and analysis, as well as knowledge of the following Florida State Statutes regarding evidence management and records retention is a plus!
  - F.S.90.91, F.S.116.21, F.S.394.463, F.S.406.136, F.S.499.002, F.S.705, F.S.775.15, F.S.790, F.S.893, F.S.925, F.S.932, F.S.943.326, F.S.985.35

**TOBACCO POLICY:** It is this organization's policy that individuals hired into special risk positions may not use any form of tobacco at any time, whether on or off duty, as a condition of employment. Candidates must be nicotine-free by the time of pre-employment physical/drug examination, including nicotine-containing products used in tobacco replacement therapies.

### Essential Functions:

- Duties include the handling, preservation and documentation of physical evidence which may include human tissues, fluids, or items having potential biological, chemical, or radiological hazard or contamination, both on-site and from remote locations.
- Receives, retrieves, logs, transfers, audits, conducts research, and disposes of property and evidence.
- Conducts analysis and resolve legal problems within the restrictions of applicable laws.

- Conducts quality control checks and hold submitters accountable through one-on-one training when standards are not met.
- Secures and safeguards property and evidence-related materials until needed, while maintaining chain of custody.
- Maintains the content of integrity of all evidence-related materials.
- Attends depositions and testifies in court hearings as needed.
- Maintains the records of evidence-related materials and all abandoned and recovered property.
- Communicates with applicable parties regarding evidence-related materials and abandoned and recovered property.
- Operates motorized heavy equipment such as forklifts, vehicle lifts, loading docks, scissor lifts, and personnel lifts.
- Routinely wears personal protective equipment (PPE) to include face masks, gloves, "Tyvek" style protective body suits, filtered respirators, safety goggles, hardhats, and safety harnesses for working at heights.
- Must be available for callouts, both scheduled and emergency.
- Attends work on a regular and consistent basis.
- Must adhere to Federal, State, County, and local ordinances.
- Responds to emergency situations.
- Performs other duties as assigned.

**Status:**  Civilian     Sworn     Certified

**Blood and Viral Pathogen Risk:**     Minimal Risk     Foreseeable Risk

**Environmental Conditions:**

- Inside and outside work.
- Able to tolerate exposure to dust, odors, chemicals, fumes, confined spaces, exposure to inclement weather, heat, cold, rain, wind, and adverse terrain.
- Able to work at elevated heights.
- Must be able to work under stressful conditions.
- Must be able to relocate to other county locations based upon operational needs.
- Must be able to remain available to work when a public emergency or disaster occurs.

**Skills and Abilities:**

- Ability to communicate through professional correspondence and utilize professional phone etiquette.
- Ability to follow applicable agency-written directives regarding the submission and storage of property and evidence.
- Ability to maintain confidentiality and exercise good judgment in evaluating situations and making decisions.
- Ability to communicate effectively, both orally and in writing.
- Ability to interact effectively with others.
- Ability to read and comprehend technical procedures, policies and instructions, legal codes, memos, letters, summaries.
- Ability to perform general mathematical functions.
- Ability to write compound sentences, relay information, data, and details.
- Skilled in the areas of inventory control, record keeping, and minor accounting.
- Must possess excellent analytical skills and demonstrate the ability to pay strict attention to details.

**Required Knowledge:**

- VSO General Orders and procedures.
- Rules of property and evidence.
- Best practices in the management of property and evidence.
- Investigative and forensic processes and methods.
- Rules of criminal procedures of evidence in the State of Florida.

- Criminal Justice Information Systems (CJIS), Sheriff's Office and County software, and Records Management Systems (RMS), to conduct in-depth case research.
- Applicable laws, rules, and regulations governing the acquisition, receipt, control, and distribution of evidence material as well as abandoned and recovered property in the State of Florida including firearms and handling of narcotics.
- Oversight of property control records preparation and maintenance.
- Operating procedures of the Office of the Sheriff.
- Applicable agency written directives regarding the submission and storage of evidence.

**Physical Requirements:**

- Ability to lift, push, pull, and/or carry up to thirty pounds (30lbs).
- Ability to stand, climb, balance, reach overhead, lift, grasp, handle, kneel, bend, stoop, see (color acuity), and talk.
- Visual acuity of 20/30 vision standard in each eye. Corrective lenses must be used to satisfy 20/30 vision standard. Uncorrected vision should be no worse than 20/100 in each eye.
- Pass hearing test w/less than 40 decibels in each ear under frequencies 2,000 Hz, 3,000 Hz, and 4,000 Hz.
- Manual dexterity.
- Drive heavy equipment such as forklift, scissor lift, and various other heavy equipment.
- Ability to wear and work in Personal Protective Equipment (PPE) to include respirators, mask, gloves, "Tyvek" suites, eye protection and safety harness.
- Work from elevated heights.