

# Olathe Police Department

## Evidence Custodian

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The Olathe Police Department Evidence Custodian is a part-time position working within the Police Department. This position keeps all evidence records; and is responsible for processing, logging, and securing evidence. Maintains security and preserves the evidence for the Olathe Police Department. As a Town employee, you are a representative of the Town; maintaining a professional appearance and treating community residents with courtesy is expected.

**SUPERVISION RECEIVED:** Reports to Olathe Police Chief

**JOB REQUIREMENTS:**

- High School graduate or equivalent
- Possess and maintain valid driver's license
- Must be able to pass a complete background check and drug test
- CCIC/NCIC certification, or be able to obtain within six months of hire

**Wage:** \$20.00 - \$22.00 hourly DOE

**GENERAL LIST OF DUTIES:** The following list does not cover or contain a comprehensive list of duties or responsibilities that are required of this position; and may change at any time with or without notice.

- Review submission records, tag evidence items, maintain evidence storage.
- Purge evidence per departmental procedures and State laws.
- Maintain chain of command of all logged evidence and found property and ensure safekeeping.
- Oversee final disposition of evidence property by authority of case officer and policies and procedures.
- Prepare evidence for viewing by attorneys.
- Return, dispose of and destroy appropriate evidence.
- Train Officers on proper evidence procedures.
- Prepare, maintain, and submit records for reports.
- Answers all evidence related questions.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

The physical demands listed below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential daily functions. This position requires frequent lifting, carrying, walking, standing, kneeling, crouching, climb or balance with the ability to lift up to 30 pounds. Hand/eye coordination for computer use, vision for writing reports and data entry, hearing and listening to communicate with others and frequent speech communication. Occasional contact with airborne particles, toxic chemicals, and fumes. It is subject to sitting for long periods of time and has occasional dealings with stressful situations and angered individuals.

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Signature of applicant

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Date