

Thurmont Police Department
Job Description

Property Evidence Custodian

Kind of Work:

This is a sworn officer position responsible for the operation of the property/evidence function and the transportation of items for analysis to and from the State Police Laboratory or any other location needed. This position receives direct supervision from the supervisor/commander.

Examples of Work include but are not limited to:

- Maintains security and inventory of all submitted property and evidence in the property/evidence held room.
- Conducts inventory of all held and evidentiary property according to department policy and procedures.
- Transports evidence to the Maryland State Police laboratory for analysis; establishes a rapport with lab personnel; establishes a regularly scheduled time for submission and retrieval of evidence from the lab.
- Purges property and evidence items as required.
- Accountable for all property held sheets and their entry into the computer system.
- Empties storage lockers daily, properly logs items, and begins initial accountability procedures.
- Ensures that property/evidence records are maintained accurately and current.
- Coordinate requests to return firearms, forms for processing of returns and record storage.
- Sign in/out evidence to the State lab, Officers and Court.
- Performs additional duties as assigned.
- *Performs patrol duties throughout the Town: Responds to calls for service and investigates complaints of disorder or criminal conduct.*
- *Will act as field training officer within Department.*

Qualifications and Requirements:

- Certified Police Officer with the State of Maryland, recognized by the Maryland Police and Corrections Training Commission.
- High school diploma or equivalent GED.
- Knowledge of Department Rules & Regulations, policies and procedures.
- Knowledge of court system and its requirements for proper accountability of evidence.
- Possession of valid driver's license.

- Ability to work autonomously, requiring little direct supervision while accomplishing assigned tasks.
- Knowledge, of federal, state, local, motor vehicle and criminal laws.
- Ability to write clear, concise reports, and maintain organizational records of activities.
- Maintain in-service training requirements in accordance with standards of the Department regulations and the Maryland Police and Corrections Training Commission.

Revised Date: 06/10/2019