



# NOTICE OF JOB OPENING

February 24, 2021

Job Classification: Civilian Evidence and Property Manager

Salary Range: \$33,258 to \$46,886

The City of Benton is accepting internal applications for the above listed position.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the handling, tracking, security and proper disposition of all property and evidence stored in the BNPD evidence room and other storage locations within the system.
- Responsible for shipping and receiving evidence to and from locations for outside analysis.
- Maintain control of the Patrol Evidence Locker daily, ascertaining that all items are properly packaged, marked, entered in the evidence and property tracking software by the submitting Officer, and confirm all packages are accounted for.
- Transfer all items from Patrol Evidence Locker to the main Evidence Room, placing items in appropriate bin or storage area and document by updating the evidence and property tracking software.
- File evidence analysis reports and make them available for use in court.
- Make ready, evidence needed for court as requested on an Evidence Request form.
- Log all evidence transferred in and/or out of any evidence and property location.
- File all copies of court dispositions, confirming all holds have been released and court instructions have been followed prior to final disposition.
- Maintain all video evidence, preparing copies as needed and/or requested for court or investigations.
- Ensure annual Audits and Inspections are completed of the BNPD Evidence system.
- Conduct a complete inventory of all property and evidence within the BNPD Evidence system, annually.
- Conduct quarterly, or sooner when applicable, destruction of evidence that is no longer needed for court, as allowed by department policy, state and federal law.
- Maintain all property and evidence in a manner consistent with evidentiary standards and department policy.
- Maintain and update the Evidence Packaging Instruction Book, as needed and/or required.
- Check status of case files at the Saline County Prosecutor's Office to determine final disposition of evidence.
- Safely handle all property and evidence to include but not limited to chemicals, drugs, body fluids, sharps, firearms and ammunition, and promptly report any unsafe conditions.
- Maintain and order evidence supplies, keeping stocked in various designated locations for properly packing and documenting evidence.
- Conduct records checks through ACIC and in-house computer files of persons requesting the return of property, while abiding by all state laws and department policies, regarding the dissemination of information.
- Keep superiors informed of any potential or real issues or concerns.
- Attend job related training as needed and/or required.
- Testify in court as required.
- Perform the duties of a Notary Public.
- Perform job related tasks as required or assigned.



## QUALIFICATIONS

- High School Diploma or GED;
- Possess a valid Arkansas driver's license;
- Ability to accurately maintain, update, and research files and records;
- Ability to complete standard report forms;
- Proficiency in MS Office;
- Ability to use power tools for evidence destruction;
- Pass a comprehensive background investigation;
- Be a citizen of the United States.

Those who are interested in the position should complete an application and submit it to the Human Resources Department. Applications can be obtained from the Human Resources Department or a printable version is available online at [www.bentonar.org](http://www.bentonar.org). This job posting will remain in effect, until the position has been filled.