



**VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
ADMINISTRATIVE SERVICE OFFICER II –
PROPERTY EVIDENCE**

EFFECTIVE DATE: May 20, 2015

DEPARTMENT: Police	WORK LOCATION: Police Station		FLSA STATUS: Non-exempt
CLASS CODE: 3250	RANGE: 12	PENSION: IMRF	UNION: NU
REPORTS TO: Staff Services Sergeant	LEVEL OF SUPERVISION RECEIVED: Immediate supervision of the Staff Services Sergeant		LICENSE/CERTIFICATES: Illinois Class D Driver's License, Certificate of 80 hours of training for marijuana leaf identification

SUMMARY:

Performs routine and complex work to provide a safe and efficient program of property/evidence storage and handling to assure that procedures used for the Village's property room comply with Federal, State and Local laws and administrative requirements and to protect property owners' rights. Completes typed, written or computer-generated reports.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Sorts, categorizes and places property/evidence in correct storage areas which requires lifting and moving materials of up to approximately 40 pounds. Enters all items in Best Barcode program and monitors and tracks chain of custody. Checks status and pulls property/evidence for disposal, court, officer viewing, and other agencies.	Daily 80%

2.	Ships or transports property/evidence to various locations for analysis, disposal or court. Logs all movement of property and evidence into Beast for chain of custody.	Weekly 20%
3.	Works closely with the Crime Lab to monitor lab results, requests for assistance on collecting evidence at crime scenes, keeping abreast of new technologies in the areas of DNA, IBIS, AFIS, Firearms, chemistry, etc.; taking this technology and passing it on to Detectives, patrol and ET's to ensure our evidence is analyzed to its fullest potential.	Weekly 40%
4.	Monitors, updates and orders forms, film, personal safety equipment, and property room supplies and equipment.	Weekly 25%
5.	Has working knowledge on how to add requests to the Police budget and how to prepare the necessary paperwork to purchase those requests.	Monthly 10%
6.	Audits property/evidence in property room.	Weekly 25%
7.	Analyzes marijuana-using procedures from the Marijuana Leaf Identification program. Visual and chemical tests are performed, findings report typed and sent to Records and the requesting officer. Must also be ready to testify on the procedures when subpoenaed for court.	Weekly 10%
8.	Keeps an ongoing log of property to go to yearly Village auction. Prepares property and necessary paperwork to complete chain of custody and satisfy legal requirements when property is turned over to the Village for auction.	Monthly 10%
9.	Communicates effectively with general public, vendors, lab personnel, and other Village employees.	Daily 100%
10.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily 100%

JOB NO.	OTHER RELATED DUTIES
1.	Assists and/or performs ASO duties as required.
2.	Performs other duties, tasks, and responsibilities as assigned.
SUPERVISORY RESPONSIBILITIES: (Select one – required)	
<input checked="" type="checkbox"/>	None required
<input type="checkbox"/>	Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (List specific responsibilities below)

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

_____ Degree or coursework should be in...

Enter degree or coursework here

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Enter number of years required here

Enter number of years required here

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

Beast entry and tracking system for evidence

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- A Plus
 - Preferred
 - Required
- Ability to speak and/or read, write and comprehend.

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Analytical Skills –

- Ability to identify necessary evidentiary items needed to be sent to the crime lab from crime scenes. This includes making sure the items are packaged correctly, chain of custody recorded accurately, biological items handled in accordance with crime lab specifications and ability to submit items to the lab which specifically link the victim and offender to the crime scene.
- Ability to forecast budgetary items that will be needed by many different divisions throughout the department including, but not limited to, forms, parking tickets, MLI equipment and film.
- Ability to utilize effectively and safely hazardous chemicals involved in testing suspect cannabis.

Problem solving –

- Assists officers in the field in determining what crime scene evidence should be retrieved and how it should be packaged for transporting.

Communication and Customer Service –

- Ability to calm irate citizens who are trying to retrieve their property, which was taken from a crime scene, and/or lost property, which was found. Must have the ability to find the necessary information to determine where the property is located and if the property can be released. Must have a thorough knowledge on the workings of Detectives, records, PIMS, and radio room operations to obtain the follow-up needed to locate the correct information.
- Ability to satisfy the requests and demands from citizens, our police department/Village employees, other agencies, lab personnel and court personnel. Due to legal requirements from state and local laws, it is essential that this position clearly hears and relates pertinent information important to and from the above persons involved.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	<u> X </u>	_____
Walks	_____	_____	<u> X </u>	_____
Sits	_____	<u> X </u>	_____	_____
Uses fingers in a repetitive motion	_____	_____	_____	<u> X </u>
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u> X </u>
Reaches with hands and arms above shoulder	_____	_____	<u> X </u>	_____
Climbs or balances	_____	_____	<u> X </u>	_____
Twists or turns	_____	_____	<u> X </u>	_____
Stoops, kneels, crouches, bends, or crawls	_____	_____	<u> X </u>	_____
Pulls, pushes, or carries	_____	_____	<u> X </u>	_____
Talks or hears	_____	_____	_____	<u> X </u>
Tastes or smells	_____	<u> X </u>	_____	_____
Operates a motor vehicle or heavy equipment	_____	<u> X </u>	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	_____	<u> X </u>
Lifts or move 10 to 20 pounds (light)	_____	<u> X </u>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	_____	<u> X </u>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u> X </u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

- X Absence of color blindness
- X Corrected vision of...
- _____ Uncorrected vision of...

20/20
Enter specific vision requirement here

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

----- Amount of Time -----

Environmental Conditions

None Less than 1/3 1/3 to 2/3 More than 2/3

Customary indoor conditions	_____	_____	_____	<u> X </u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____	<u> X </u>	_____	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<u> X </u>	_____	_____	_____
Works near moving mechanical parts	_____	_____	<u> X </u>	_____
Works in high precarious places, underground, or confined spaces	<u> X </u>	_____	_____	_____
Flying debris or airborne particles	_____	<u> X </u>	_____	_____
Fire, smoke, fumes, gases, or noxious odors	<u> X </u>	_____	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	_____	<u> X </u>	_____	_____
Risk of electrical shock	<u> X </u>	_____	_____	_____
Works with explosives or risk of radiation	<u> X </u>	_____	_____	_____
Vibration	<u> X </u>	_____	_____	_____
Extreme illumination	<u> X </u>	_____	_____	_____
Low noise level (Normal voice tones)	_____	_____	<u> X </u>	_____
Moderate noise level (Raised voice levels)	_____	<u> X </u>	_____	_____
High noise level (Shouting/ear protection may be needed)	_____	<u> X </u>	_____	_____

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____