

SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
NOTICE OF A COMPETITIVE EXAMINATION
EVIDENCE OFFICER

A written examination will be given in approximately ninety (90) days, on a competitive basis to approved applicants for the purpose of placing names on the competitive employment list for the class of **EVIDENCE OFFICER** in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the City of Sulphur Civil Service Board.

Application forms may be obtained from Lee Ann Hebert, Secretary to the Civil Service Board, at the Sulphur Fire Department located at 3504 Maplewood Drive, Sulphur, LA 70663 or online at www.sulphur.org.

Completed applications and the required attachments SHALL be received by the board secretary at the Sulphur Fire Department located at 3504 Maplewood Drive, Sulphur, LA 70663, by **JULY 26, 2024**, at **4:00 pm**. Approved applicants will be notified of the exact date, time, and location of the examination at least five (5) days prior to the examination date.

QUALIFICATION REQUIREMENTS FOR ADMISSION TO EXAMINATION:

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to examination.

- Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.
- Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study program. Non-Louisiana applicants shall be required to present proof of completion of a high school program which has been accredited and or approved by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.
- Must possess a valid driver's license.
- Must not be less than twenty-one (21) years of age.
- After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

YOU MUST ATTACH A COPY OF THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION:

- VALID DRIVER'S LICENSE
- BIRTH CERTIFICATE, US PASSPORT, OR CERTIFICATE OF NATURALIZATION
- PROOF OF EDUCATION REQUIREMENT (AS INDICATED ABOVE)

By direction of the Chairman:

Lee Ann Hebert, Secretary

POST THIS NOTICE FROM JULY 11, 2024 THROUGH JULY 26, 2024

PLEASE SEE ATTACHED CLASS PLAN

DO NOT REMOVE BY ORDER OF
THE SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
THE CITY OF SULPHUR IS AN EQUAL OPPORTUNITY EMPLOYER

EVIDENCE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible non-supervisory position in the Police Department, the primary duties of which are the collection and preservation of evidence at the crime or accident scene and the accurate accounting and security of all property in the evidence room. The Evidence Officer is responsible for the creation and maintenance of detailed evidence records and the lawful disposition of property maintained in the evidence room. The employee in this class has the authority to act independently following standard operating procedures and may perform special tasks with only general instructions. The Evidence Officer reports to and has work reviewed by the Police Sergeant assigned to the Evidence Division.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Oversees the operation of the Evidence Division. Provides for security of the evidence room and ensures that all efforts are taken to make the room safe and secure for employees as well as property. Prepares, identifies, and maintains assigned evidence by receiving, sorting, and securing all property delivered to the evidence room. Maintains an accurate account of all property transfers and releases. Handles monies submitted as evidence. Verifies evidence reports against property to ensure accuracy. Matches stolen and lost property with property inventory. Assists with audits of property inventory.

Corresponds with officers and the general public regarding the disposition of property. Prepares unreturnable items for disposal in accordance with department policies, court orders, federal laws, and state statutes. Researches cases in order to communicate with and release evidence to officers, property owners, the courts, and other agencies in accordance with appropriate and lawful disposition of property. Explains evidence room procedures and disposition of evidence to officers, the general public, and outside agencies. Transports evidence and materials to forensic labs or other agencies for investigation and analysis. Testifies in court when required.

Responds to all crime scenes and accident fatalities to search for and collect physical evidence. Documents evidence at crime scene by taking photographs, making video recordings and

preparing sketches. Collects, photographs, and preserves fingerprints, palm prints, blood, hair fiber, and physical evidence. Prepares castings or moulages of tire impressions, foot and hand impressions, and any other tools or related impressions. Collects, preserves, classifies, and analyzes photographs taken at the crime scene. Attends autopsies to photograph and collect evidence.

Assists in the development of departmental training and provides instruction relating to the collection, handling and presentation of evidence. Provides on-the-job training in evidence procedures for new employees. Instructs and assists officers in the proper use of photographic and fingerprint equipment. Works with department personnel to prepare physical evidence for presentation in court. Reviews the work of crime scene investigators concerning evidence collection and gives technical training and guidance as needed.

Compiles and maintains both manual and computerized records related to evidence including chain of custody documents, property receipts, and related reports. Maintains detailed filing systems and records for booked property and photographs. Personally files all forms and records as required. Writes crime scene narratives. Prepares reports and accompanying evidence for court presentation. Records pertinent information on log sheets relating to daily work activities, time usage, mileage, vehicle maintenance, or other required information. Opens incoming mail, processes outgoing mail and routes interdepartmental correspondence as needed. Helps to inspect and maintain an inventory of assigned equipment and supplies used by the Evidence Division and the Police Department. Prepares purchase requisitions according to department procedures and works with the purchasing division to ensure supplies are replenished. Assists with the distribution of supplies and equipment as required. Works with a superior officer to locate repair services and obtain estimates for the repair of assigned equipment. Attends product review meetings with sales representatives in order to make informed recommendations on departmental purchases.

Promotes a positive image of the work of the department in the daily performance of duties. Answers incoming telephone calls on assigned lines. Assists callers and visitors by responding to routine inquiries and requests. Places telephone calls and schedules appointments on behalf of the Evidence Division. Serves as a liaison between the department and other local, state and federal law enforcement agencies.

Performs any related duties assigned.

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Evidence Officer SU
Original Adoption: 06-05-13
Revision Dates: 06-12-14, 07-10-19, 08-19-20