



SPOKANE POLICE DEPARTMENT



TEMPORARY/SEASONAL EVIDENCE FACILITY

\$12.00 per hour

Estimated Length of Employment– 6 Months

Nature of Work:

Performs entry-level clerical and custodial work for the Spokane Police Department (SPD), managing property in a warehouse environment and maintaining the Chain of Custody. Work is medium in nature, is performed under a number of disagreeable and stressful conditions and requires concentrated attention to prevent errors. Work is subject to checks and controls; but errors not detected could create a health hazard, embarrassment, and loss of time or money to the City.

Essential Job Functions:

- Performs maintenance duties to keep warehouse storage areas neat and orderly. Assembles shelving and rearranges storage spaces as necessary. Maintains supplies and forms.
- Assists Evidence Technician in performing quarterly random audits of items in the Property Facility. Assists in reviewing inventory records with an Internal Affairs Officer.
- Assists Evidence Technician in receiving, storing, releasing, and maintaining the security of a wide variety of property and evidence items. Assists in logging property and evidence in and out of the Property Facility. Transports items as required. Establishes and/or assigns storage location for items to ensure integrity and chain-of-custody.
- Assists in building security and access control to secure storage areas.
- Operates various types of vehicles, forklifts, man lifts, material handling equipment, computers, and standard office equipment.
- Performs related duties as required.

Physical Requirements:

- Ability to see, with or without corrective lenses, well enough to detect subtle shades of color and read fine print on bottles.
- Ability to hear, with or without a hearing aid, and speak well enough to converse on the telephone.

- Enough body mobility to walk, stoop, stand and reach (high and low) for four hours with one fifteen-minute break. Enough manual dexterity to operate office equipment.
- Enough strength to lift and carry heavy and awkward objects up to 50 lbs. and ability to climb a ladder or stairs while carrying heavy objects.
- Enough manual dexterity to use a computer, office machines and hold and grasp tools.
- Pulmonary function adequate to use a respirator.
- Tolerance to work under adverse conditions such as chemical or foul odors.

Work Schedule:

This is a part-time, temporary position working no more than 18 hours per week. Shift schedule is negotiable. Temporary employees can work no more than 960 hours in one twelve month period. Temporary employees are not eligible for benefits or vacation. Sick leave is provided in accordance with the WA Paid Sick Leave Law, RCW 49.46.210.

Behavioral Standards:

Respectful, courteous, punctual, and friendly to customers, other City employees, and City leadership. Gets along with co-workers and managers.

Minimum Qualifications:

A high school diploma or GED is required. Must be 18 years of age. Prior experience in a law enforcement agency is preferred. Must possess a valid driver's license. Applicants must submit to a polygraph examination, fingerprint, background investigation, labor physical, and drug testing prior to employment.

To Apply:

To apply, please fill out and submit a [Temporary/Seasonal Employment Application](#) ATTN: Kevin Berry, Spokane Police Property and Evidence, 4010 E. Alki Ave. Spokane, WA 99202 or kberry@spokanepolice.org.