

CITY OF ORTING

JOB DESCRIPTION

Job Title: Police Records Clerk / Evidence Custodian Department: Police Department

Reports to: Police Chief

Revision Date: 01/01/2026

Hourly Wage Range: Range 17 of the City Council
approved wage matrix

SUMMARY DESCRIPTION

The Police Clerk/Evidence Custodian is a full-time Fair Labor Standards Act non-exempt, non-Civil Service office/clerical position. A typical work week is Monday through Friday, 8am to 5pm with occasional attendance at weekend and evening meetings or events. The incumbent in this position is subject to a six (6) month probationary period. This position is part of a bargaining unit represented by the American Federation of State County and Municipal Employees (AFSCME) Local 120.

The Police Clerk / Evidence Custodian performs a variety of office clerical related duties to support the activities of the Orting Police Department including records maintenance, evidence processing, copying, filing, letter writing, and other clerical duties as assigned by the Chief of Police. This position performs work under the supervision of the Police Chief.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to, the following:

Police records management:

1. Responsible for processing and insuring police records for accurate entry, security, retrieval, destruction and distribution. Coordinates with police supervisors to insure case completion and on-time data entry of police reports.
2. Conducts continuous quality assurance status reviews of assigned Police Records, plans, and other office documentation to implement methods for ensuring record systems are maintained in accordance with the Revised Code Washington (public law) rules, regulations, space and other considerations.
3. Prepares summary reports of police records and maintains records for court orders & associated processes within the Orting Police Department.
4. Responsible for researching current technologies in records retention, maintaining awareness of emerging technological developments and full utilizations of current city records retention, storage and retrieval system options.
5. Manages all duties necessary to store and retrieve records, such as document scanning, computer file transfer and data entry. Responsible for maintaining short and long-term records storage areas. Organizes storage areas and conducts regular records disposal and destruction activities to comply with WA State statutes.

6. Processes and responds to public inquiries dealing with requests for police services of non-emergency matters. Authority for and provider of, via phone and in person, service to citizens concerning public information and assistance regarding case reports, arrests reports, court records, warrants, subpoenas, citations, parking violations, and law enforcement procedures and policies of the Orting Police Department.
7. Insures statute directed timeline is met and required redaction of reports for issuance to public & news media.
8. Interfaces with insurance companies for processing of request concerning traffic violations and collision reports insuring public disclosure guidelines are adhered to for compliance with public law.

Police support services:

1. Oversees purchase, repair, distribution, replacement of needed equipment, supply replenishment and the ongoing operations / preventative maintenance of equipment such as copiers, scanners, multiple line phone systems, etc.
2. Performs criminal background checks as requested from police officers; forwards reports to requesting officer or agency.
3. Ensures that completed criminal cases are properly routed to the appropriate prosecutor and other outside agencies when needed.
4. Ensures inbound investigative requests or correspondence from outside agencies are forwarded to the appropriate persons within the agency.
5. Performs and assist in all duties necessary to maintain the diverse and effective functioning of the Orting Police Department by providing an interface point for police officers to the public concerning support services of non-criminal matters.
6. Utilizes software-based finance tracking programs to monitor and track department spending and complete purchase order documentation.
7. The Police Clerk will have contact with City employees and consultants on a daily basis, as well as contact with the Mayor, City Council members and Commissioners or other appointees. Routine contacts may include local business people, school personnel, developers, contractors, vendors, prosecutors, auditors, attorneys, members of the press, and some federal, state or county officials.

Property/evidence:

1. Receives property and evidence items from Officers. Ensuring property/evidence items are properly packaged and marked by submitting officers and rejecting items that do not align with packaging guidelines.
2. Properly logs all incoming property/evidence items to maintain the chain of custody.
3. Determines the correct environment to store property items based on property type, and assigns storage locations within the property/evidence storage area.
4. Ensures that all items entering or exiting the property/evidence storage facility are properly logged on chain of custody logs and locations are recorded.
5. Ensures lab test requests submitted by Officers are logged out of evidence and forwarded to the appropriate state crime lab or private lab processing facility.
6. Ensures items from the lab or private processing facility are checked back into evidence and appropriately logged on the chain of custody logs.

7. Ensures that property/evidence processing area remains stocked with evidence packaging supplies as needed.
8. Ensures that proper laws and regulations are followed prior to returning any firearms, or other controlled items, to the general public and acts as a liaison between South Sound 911 and the department for conducting background checks when required prior to firearm release.
9. Ensures that legally required notices are given to potential property owners prior to the destructions of property or evidence that has been released by the prosecutor or booking Officer.
10. Acts as the liaison between the public and the property/evidence section for fielding questions about the return of property after the resolution of criminal or civil proceedings associated with property/evidence items.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

Knowledge of:

- Excellent written and oral communication skills.
- Computer experience with word processing and spreadsheets.
- Public disclosure laws and records management processes and procedures.

Ability to:

- Read write and comprehend at a level necessary for successful job performance.
- Work on multiple projects simultaneously in a fast-paced and challenging environment.
- Follow projects to completion and meet deadlines.
- Deal with the public courteously and professionally.
- Follow directions carefully and to work independently.
- Deal effectively with conflict, and present a professional, well-groomed and positive appearance at all times.

Education and Experience Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- High school diploma or equivalent
- Associate's degree or Certificate of Completion in business management or other related field (*preferred*)

Experience:

- Two (2) years in office or professional environment (*required*)
- One (1) years in governmental or law enforcement office setting (*preferred*)

License or Certificate:

- Possess and maintain a valid Washington State driver's license with driving record free from serious or frequent violations. (*preferred*)

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an office setting. Close and constant work with computers exposes the individual to normal emissions from the computer monitor and repetitive motion tasks. The work area can be noisy at times.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; walk, stand or sit for prolonged periods of time; light lifting and carrying up to 25 pounds; bending, stooping, kneeling and operating office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.