



Charles County Sheriff's Office



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

DIGITAL EVIDENCE PROPERTY CUSTODIAN

Division:	Special Services
Section:	Property Management
Pay Grade:	110
FLSA Status:	Non-Exempt
Classification:	Full-Time
Updated on:	June 2025

JOB SUMMARY

This **non-critical** position requires an ability to oversee the creation, implementation, oversight and management of a Digital Evidence Property Repository. This position will require a technical knowledge of various computer systems that manage and organize various types of digital evidence received by the Charles County Sheriff's Office. The position will require the employee to routinely monitor the systems to ensure they are operating properly and that all evidence stored within is not corrupted. Contact with vendors and IT staff will be required. The position will also need to work in conjunction with various entities of the organization to ensure digital property and evidence is stored properly according to set standards. This position will also aid with normal property procedures and duties in the Property Management Section. Work is routine and regulated by standing orders. The employee receives supervision from, and reports directly to, the **Commander, Property Management Section**. Work is evaluated through observations, conferences, and reports.

ESSENTIAL JOB FUNCTIONS

- Secures and accounts for all digital property and evidence received on a daily basis.
- Transports digital property and evidence from District Stations to the Property Management or other location for storage, as necessary in an Agency vehicle.
- Protects digital property and evidence from contamination, alteration, and damage, maintaining the integrity of the property and the chain of custody.
- Examines property for purposes accuracy and system safety.
- Reviews property reports for accuracy. Returns any stored materials which need correction or additional information.
- Photographs property received and property to be destroyed, whenever possible.

- Makes accurate records of storage location for quick retrieval, when needed for court or processing by another unit.
- Inquires and/or updates the Maryland Electronic Telecommunication Enforcement Resource System (METERS)/National Criminal Information Computer (NCIC) system, obtains NIC number, when applicable.
- Enters property records into Keystone RMS.
- Coordinates the release of property with Legal Counsel, the Register of Wills, and the State's Attorney's Office (SAO) of Charles County.
- Sends out request notices to officers withheld property to determine when/if items can be released or disposed of.
- Determines appropriate method of disposing of property no longer needed as evidence.
- Ensures evidence is properly designated as evidence or recovered property and given proper dispositions
- Ensures property is not held beyond the time required by law and conducts expungements on the digital evidence held in Property Management.
- Assists with teaching the Criminal Justice program at the Southern Maryland Criminal Justice Academy regarding duties and responsibilities of the recovery of digital evidence. Conducts roll-call training, when requested.
- Recommends new policies and procedures for the Property Management Section; advise Commander of Property Management Section of suggested changes to existing policies, especially those pertaining to the storage and security of digital property and evidence.
- Develops policies and procedures for submitting digital evidence and property to Property Management
- Responsible for the organization and categorization of all digital surveillance received or recovered by the agency
- Manages and oversees the CCSO Digital Photograph Evidence Repository (Currently DIMS)
- Researches, develops and/or procures a solution for digital evidence storage as meets the needs of the CCSO operations.
- Manages and oversees the CCSO Video Evidence Repository
- Ensures all digital evidence and property is submitted to the digital evidence storage systems as required.
- Ensures all Digital Property is supplied to the SAO for discovery requests with chain of custody and property releases logged and archived.
- Ensures all digital property is available through the agency Case Management System (NICE)
- Maintains current knowledge of the ever-changing world of digital evidence, it's storage solutions and can problem solve new ways for accomplishing the mission of storage of said property and evidence.
- Operates assigned Agency vehicle in accordance with established rules and regulations of this Agency and laws of the State of Maryland.
- Testifies in court concerning held property, if required.
- Orders and maintains the inventory of office supplies and evidence packing materials.
- Receives visitors, phone calls, and inquiries to assist in solving questions and/or problems from both outside and inside the Agency.
- Types and distributes various correspondence, reports, letters, memos, etc.
- Scans property reports into the on-line image computer.
- Attends and participates in meetings and training sessions, as required.
- Performs other related job duties as assigned.
- Assist other aspects of Property Management when required, including physical property/evidence.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Information Technologies field is preferred. A high school diploma is required. If the employee can demonstrate a high degree of technical ability accompanied with relative experience the college degree requirement may be waived. Experience should demonstrate a high level of organizational skill, the ability to meet deadlines, the ability to work independently, Information Technology expertise, the ability to work with various vendors, consultants and local and state regulators. Background or education in the handling of evidence is preferred. Must possess a high degree of integrity.

Licenses or Certifications:

- Must possess a valid driver's license.

Special Requirements/Qualifications:

- Must be certified under the Criminal Justice Information System (CJIS) Certification Program for access into State and federal computer networks.
- Must pass a comprehensive background investigation.
- Must pass random drug screening.
- Must perform work in accordance with sound safety practices.
- Must report for duty in a regular and punctual manner.
- May be required to work overtime and work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays, as required.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices, rules and regulations found in Standard Operating Procedures (SOP), and other manuals pertinent to the assigned job classification.
- Knowledge of business English, spelling, and punctuation.
- Knowledge in the use of office equipment such as a calculator, computer, fax, and copy machines.
- Ability to read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.
- Ability to communicate effectively and coherently with other Agency personnel and the public, either in person or by telephone.
- Ability to write, compose, and develop documents, manuals, and other literature.
- Ability to arrive at effective decisions for routine situations.
- Ability to utilize a high level of discretion, good judgment, and confidentiality.
- Ability to maintain a high level of accuracy in assigned tasks.
- Ability to organize and determine priorities of diverse assignments.
- Ability to enter and retrieve data from the various computer systems.
- Ability to assimilate information from a variety of resources.
- Ability to analyze, evaluate, and select, often with limited information, the best course of action.
- Ability to read and comprehend various documents.
- Ability to maintain composure and work effectively in situations of on the job pressure.
- Ability to maintain effective working relationships with coworkers and supervisors.
- Ability to appropriately accept supervision, criticism, and evaluation.
- Ability to maintain professional decorum at all times.
- Ability to maintain sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.
- Ability to deal tactfully, effectively, and equitably with people, both within and outside the Agency.

- Ability to comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.
- High level of understanding of Information Technology systems
- Ability to research and incorporate new technologies.
- High level of understanding surrounding issues affecting evidence and its use in court.

PHYSICAL DEMANDS

The work is sedentary with frequent periods of sitting for prolonged periods of time, answering the telephone, and operating computer equipment. Must be able to read computer screens and be able to distinguish colors; climb a step stool, ladders, and/or stoop down to reach file drawers just above or below arm level; handle fragile evidence and to safely lift and carry at least 40 lbs a short distance up or down stairs without assistance; manipulate keys and keyboards, file drawer latches, and file folders (locating, removing, inserting).

WORK ENVIRONMENT

Work is performed primarily in an office setting with frequent interruptions. Must be able to stand exposed to weather elements and temperature extremes when working outdoors; hazardous conditions when storing hazardous materials.