

City of Madison

Job Description

Title: Property and Evidence Technician

Department: Police

FLSA Status: Non-Exempt

Pay Grade: 104

New Position Position Change Effective Date 2/10/2025

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

This is detailed work of average difficulty in receiving, recording, controlling, dispersing and disposal of property and evidence. Work responsibilities include maintaining the integrity of evidence, which may be used in a court of law. The employee may be called to present testimony regarding the integrity of the chain of evidence. Duties are supervised indirectly, and work is checked by regular audits and inspections. Work is performed following prescribed guidelines, laws, and police department rules and regulations.

Essential Functions/Major Responsibilities:

- Receive and record property/evidence from Police Department Personnel and other authorized personnel; safeguards property/evidence and maintains the integrity of the chain of evidence.
- Inform owners and other applicable parties as to the procedure for recovering property; keeps records of such items and any disposition taken through a specialized computer system.
- Interact with citizens in person to return property and perform necessary checks to ensure property can be returned and is returned to the correct person.
- Receive, record and dispose of abandoned, lost or recovered properties using a computer.
- Maintain detailed inventory including such items as narcotics, jewelry, currency, weapons, and numerous household and business properties in the evidence room.
- Research cases, contact case investigators, other police agencies, and submit requests to various courts for case disposition. Regularly compiles items that have reached a certain status for disposal via incineration or through an authorized auction.
- Transport evidence items to other local agencies, the state crime lab, and other locations.
- Require regular and prompt attendance plus the ability to work well with others as a team.

Secondary Functions:

- Perform other related duties as required.

Job Scope:

- Responsible for the day-to-day operation of the property /evidence repository of the agency.

Supervisory Responsibility:

None

Interpersonal Contacts:

- Interact with public, public officials, police officers, other courts, attorneys, prosecution, judges and a variety of other legal entities answering questions, providing information and addressing specific concerns.

Knowledge, Skills, and Abilities:

- Knowledge of the rules and laws governing the receipt, control, disposition, and destruction of evidence and property obtained by the police.
- Knowledge of inventory control procedures and modern office practices.
- Knowledge of safety rules and procedures about processing and storing of hazardous and bio-hazardous materials.
- Knowledge of the proper procedures for safe handling, clearing and storage of various firearms to include pistols, rifles and shotguns.
- Ability to deal tactfully and professionally with the public by telephone and personal contact regarding inquiries concerning stolen, lost, abandoned, or confiscated property/evidence.
- Ability to maintain detailed records regarding the chain of custody of evidence.
- Ability to appear in court when subpoenaed and speak with knowledge and confidence regarding cases.
- Ability to act independently and with good judgment.
- Ability to organize, store, and find multiple items on shelves and racks.
- Ability to use computer programs such as Outlook and Microsoft Office applications.
- Skill in the use and care of a personal computer, scanner, and printer.

Education and/or Experience:

- High school diploma from a school accredited by a regional accrediting agency recognized by the U.S. Department of Education or GED certificate issued by the appropriate state agency.
- Experience as a law enforcement property/evidence clerk or experience in organization and inventory of large amounts of items in a storage room setting is preferred.

Additional Requirements:

- Must possess and maintain a valid Alabama Driver's License.

Job Conditions:

- Work is usually performed in an office/warehouse setting, sometimes without climate control.
- Frequent operation of a City provided vehicle for transporting evidence/property.
- There may be exposure to hazardous narcotics requiring the employee to wear rubber gloves or other personal protective equipment.
- There may be exposure to bio-hazardous material such as blood, semen and saliva.
- Some work areas will frequently have strong odors. Standard personal protective equipment will be provided by the employer.

Physical Capabilities:

- Work is usually sedentary with occasional walking and climbing stairs, reaching, bending, lifting and carrying objects under 50 pounds.
- Work requires the ability to sit and stand for extended periods of time, to operate a computer terminal and to perceive and/or discriminate colors, sounds, depth and texture.
- Work requires the ability to operate a motor vehicle.

Mayor Approval, Date

Department Head Approval, Date