Title: Evidence and Property Specialist

Pay Scale Group: 15-1

Essential Function

Under administrative supervision from higher-level administrative supervisor, provide oversight and control of all property in the police department, including criminal evidence; requires tracking and filing all reports, receiving and auditing all evidence and found property, and maintaining an inventory of all department-owned equipment.

Characteristic Duties

Track statistics form criminal reports to complete monthly report, reconcile with all accounts receivable and payable for purchased equipment, assist compliance officers in submitting information required for reports/accreditation;

Monitor and process new evidence as it arrives;

Maintain inventory of all evidence stored by police department, conduct regular audits of evidence inventory, provide evidence for court proceedings, ensure chain of custody on all evidence is preserved, and testify in court;

Log and store all found property acquired by the department; release/dispose of found property in accordance with applicable laws/regulations;

Order and maintain inventory of required uniforms and equipment for all employees as the department quartermaster;

Ensure accountability for all department property issued to employees;

Assist with department community relations and emergency management effort as needed;

Other duties as assigned.

Minimum Qualifications

Associates degree with one (1) year of related work experience; completed technical training in report systems and evidence management.