

**CITY OF PERRY, GEORGIA
JOB ANNOUNCEMENT**



POSITION OPENING: 24-11 **Post Dates:** 9/8/2023 – 9/22/2023

Classification Title: Property Evidence Technician I

Pay Rate: \$40,000 - \$60,600
Salary is based on education and experience

Department: Police

Status: Regular/Full-time

Probationary Period: One (1) Year

Job Summary

This is a non-sworn position within the Police Department that performs work related to the documenting, preserving, storage, and maintenance of physical evidence; providing courtroom testimony as required. Receives, maintains, and releases custody of evidence, which includes evaluating and documenting evidence received and released. In this role, you will receive various types of evidence and property such as; money, jewelry, documents, drugs, weapons, DNA evidence, biological evidence, and other items confiscated, seized, collected, and received by law enforcement. Ensure all property and evidence are preserved, accounted for, and recorded according to local, state, and federal regulations and laws.

Essential Tasks

- Properly handle the entry, storage, and disposition of property/ evidence submitted to the Perry Police Department property and evidence facility.
- Interact professionally with all citizens, officers, and criminal justice agencies.
- Effectively conduct the annual audits and yearly inventory of the P/E function in accordance with State Certification standards.
- Maintain the orderliness and cleanliness of the property and evidence facilities.
- Submit items to the state crime lab or other facilities as needed on a timely basis, ensuring that all paperwork is accurate.
- Conduct necessary case reviews and data checks to locate property owners and determine case status.
- Accepts, records, and maintains record system of all physical evidence and lost/found property taken into custody by the Police department.
- Disposes of evidence or property by return to owner, destruction or auction, upon case clearance, in accordance with state and local rules and regulations regarding property disposition
- Assists in crime scene processing, including recording, photographing, latent print lifting, and collection of evidence.
- Effectively communicates information related to property or evidence in person, by telephone, or through written correspondence.

- Complete evidence requests from courts in a timely manner.
- Completes open records request with time frame prescribed by federal and state law.
- Works with officers to teach proper techniques on packaging and logging of evidence, and correctly entering data into the property and evidence module of the records management system.

Knowledge, Skills, & Abilities Required

- Knowledge of techniques required to received, index, store, and dispose of property/evidence.
- Good computer and office-related skills for proper records management.
- Ability to maintain accurate records and prepare clear, concise reports.
- Ability to testify in legal proceedings and a working knowledge of criminal/ court procedures.
- Ability to speak and write English in a business environment. Bilingual a plus.
- Ability to speak clearly and concisely.
- Ability to use multiple evidence/ property tracking software programs and related pieces of hardware.
- Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

Reports to:

Criminal Investigations Lieutenant

Physical Demands – Class E

- **LIFTING:** Daily. Floor to waist level lifts: Requires lifting variety of items of varying weights and sizes, some more than 30 lbs. or more. Hand trucks are available to move multiple boxes and items. Horizontal lift: Transferring supplies and items from worktables and desks. Overhead lift: Retrieving supplies items from top shelves with use of ladder and footstool.
- **PUSH/PULL:** Rarely. Other push/pull tasks include opening doors throughout the building. Push/pull needed for file drawers - the horizontal file drawer requires the use of two hands at the same time.
- **SINGLE HAND CARRY:** Daily
- **GRIP/HANDLING:** Continuously. Grip strength required for holding items.
- **ELEVATED WORK/REACHING:** Occasionally. Reaching for various items that are kept at a higher level.
- **STATIC FORWARD BENDING:** Occasionally. May occur during standing activities at a worktable or workstation, moving items of the floor.
- **TRUNK ROTATION:** Occasionally. May occur during sitting activities at a workstation.
- **KNEEL/CROUCH:** Occasionally. Leaning over a low filing cabinet or shelf.
- **REPETITIVE SQUAT:** Occasionally. May occur while moving supplies or boxes off the floor to desk or shelf.
- **SITTING TOLERANCE:** Continuously. Sitting occurs with workstation tasks, meetings, trainings.

- **STANDING TOLERANCE:** Occasionally. Standing occurs during printer/copier use. May occur when interacting with a customers and employees.
- **WALKING:** Occasionally. Walking occurs within the Department up to 150 feet at a time.
- **STAIRS:** Daily There are five steps or a ramp to enter the building and multiple stairs between evidence storage in old jail cells.
- **STEP LADDER:** Occasionally. A footstool or ladder may be necessary to access supplies on top shelves.

Work Environment

Primarily standard office conditions, with some limited outdoor work. This position may require working extended hours, nights, and weekends, and may also require working extended hours in an outside environment. Mainly work alone, in tight and cramped conditions, moving and processing a variety of items with various weights and sizes. Some overhead lifting will be required with ladder and footstool use. Will require work with hazardous substances and harmful vapors and dust. Use of dust/ vapor masks and personal protective clothing will be required when needed.

Minimum Qualifications

- High school diploma or GED; supplemented by vocational or technical training; supplemented by two years of experience in collecting and processing evidence and crime scene evidence experience; or an equivalent combination of education experience or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must maintain a valid Georgia Driver's License and an acceptable Motor Vehicle Record throughout employment.
- No felony convictions or disqualifying criminal histories within the past seven years.
- Working knowledge of Microsoft Office or similar software
- Full-time work experience in law enforcement or criminal court dealing with evidence is preferred. Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Application must be completed in full to be considered.

This position requires pre-employment, post accident, and random drug screening.

**THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER
AND A CERTIFIED DRUG FREE WORKPLACE**