

Evidence Technician (Part-Time)

Position Summary

The Evidence Technician is a civilian, part-time position within the Police Department responsible for the secure receipt, documentation, storage, control, release, and disposition of all property and evidence. This position operates in strict accordance with departmental property and evidence policy, applicable local, state, and federal laws, and recognized best practices in evidence management. The Evidence Technician plays a critical role in preserving evidentiary integrity, maintaining an unbroken chain of custody, and ensuring accountability in support of criminal investigations, court proceedings, and public trust.

Essential Duties and Responsibilities

- Receive, review, and process property and evidence submitted by department personnel, ensuring compliance with established property and evidence procedures.
- Verify that all submitted items are properly packaged, labeled, sealed, and documented prior to acceptance to maintain an accurate and continuous chain of custody.
- Securely store property and evidence in approved facilities using appropriate handling, storage, and security methods, including specialized procedures for narcotics, firearms, currency, biological evidence, digital media, and hazardous materials.
- Maintain accurate, timely, and complete records within the department's evidence management system, ensuring documentation reflects all transfers, releases, and dispositions.
- Conduct scheduled and unscheduled inventories, audits, and inspections of property and evidence to ensure compliance with departmental policy, legal standards, and accreditation requirements.
- Coordinate the authorized release, transfer, or return of property and evidence in accordance with court orders, statutory requirements, and departmental authorization.
- Prepare property and evidence for court proceedings, including documentation, packaging, and transport, and coordinate with prosecutors, courts, and other authorized agencies as required.
- Ensure the proper handling, storage, and disposal of contraband, forfeited property, abandoned property, and evidence approved for destruction in compliance with policy and law.
- Identify, document, and immediately report discrepancies, security concerns, or potential policy violations related to evidence handling or storage.
- Maintain confidentiality and exercise sound judgment when handling sensitive, restricted, or legally protected property and evidence.
- Provide guidance and assistance to sworn and civilian personnel regarding proper evidence submission procedures and compliance with departmental policy.
- Remain current on applicable laws, regulations, safety standards, and best practices related to property and evidence management.

Knowledge, Skills, and Abilities

- Knowledge of property and evidence handling procedures, chain of custody requirements, and applicable legal standards.
- Strong attention to detail and the ability to accurately document, organize, and manage records in both electronic and physical systems.
- Ability to interpret and consistently apply written policies, procedures, and safety protocols.
- Demonstrated organizational and time-management skills, with the ability to prioritize tasks and meet operational deadlines.
- Ability to work independently with minimal supervision while maintaining accountability within a law enforcement environment.
- Effective written and verbal communication skills for coordination with internal personnel and external criminal justice partners.
- Ability to maintain professionalism, integrity, and discretion in high-liability and sensitive situations.

Minimum Qualifications

- High school diploma or equivalent required.
- Prior experience in evidence handling, records management, administrative support, or a related field is preferred.
- Ability to successfully complete a background investigation appropriate for access to secure law enforcement facilities.
- Ability to work a part-time schedule, which may include flexible or non-standard hours based on operational needs.

Working Conditions and Physical Requirements

- Work is primarily performed in secure property and evidence facilities with restricted access.
- Regular exposure to firearms, controlled substances, biohazards, hazardous materials, and other contraband.
- Ability to lift, carry, and move property and evidence of varying size and weight.
- Physical demands include standing, walking, bending, reaching, and manual handling of items for extended periods.
- Must comply with all departmental safety, security, and access control requirements.

* Equal Employment Opportunity - The Police Department is an equal opportunity employer and complies with all applicable federal, state, and local employment laws.