

# JOB SUMMARY: Property/Evidence Technician I



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**POSITION OPENING:** 26.13 **Post Dates:** 04/22/2026 – 05/06/2026

**Classification Title:** Property / Evidence Technician I

**Starting Hourly Rate:** Property / Evidence Technician I: \$ 20.60

Property / Evidence Technician II: \$22.66

**Pay is based on  
experience & education.**

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**Location:** Police Department

**Term of Appointment:** Regular/Full-time

**Probationary Period:** One (1) Year

## Job Summary

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The role is a non-sworn civilian position responsible for the receipt, processing, documentation, storage, security, transfer and lawful disposition of property and evidence collected or submitted by law enforcement personnel. This position ensures proper chain of custody, maintains accurate records, and supports criminal investigations and court proceedings by managing evidence in accordance with departmental policies, legal requirements, and accreditation standards.

## Essential Tasks. Other duties may be required and assigned.

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- Receives, records, stores, transfers, and disposes of property and evidence submitted to the Perry Police Department property and evidence facility in accordance with established policy and applicable local, state, and federal civil and criminal laws
- Interact professionally with all citizens, officers, and criminal justice agencies.
- Assists with annual inventories, periodic audits, inspections, and documentation required for accreditation, state certification, and administrative review in accordance with State Certification standards.
- Maintains the security, organization, cleanliness, and controlled access of all property and evidence storage areas.
- Prepares and submits items to the Georgia Bureau of Investigation (GBI) Crime Lab or other authorized facilities and responds to court related evidence requests for hearings, trials, and judicial proceedings 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.
- Coordinates lawful release, destruction, or auction of evidence or property in accordance with state and local rules and regulations regarding property disposition and only after verification of case status, court orders, prosecutorial guidance, and departmental authorization.

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- 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.
- Ensures evidence is properly packaged, sealed, labeled, and entered in the records management systems; identifies and documents submission discrepancies.

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### Knowledge, Skills, & Abilities Required

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- Knowledge of evidence handling procedures, including receipt, indexing, storage, chain of custody, and disposition requirements
- Knowledge of applicable legal standards and criminal/court procedures related to evidence management
- Skill in using evidence/property tracking systems, databases, and related computer hardware
- Proficiency in general computer applications and office systems for records management
- Ability to maintain accurate, detailed records and documentation
- Ability to prepare clear, concise, and accurate reports
- Ability to communicate effectively in English, both verbally and in writing; bilingual skills are a plus
- Ability to testify effectively in legal proceedings
- Strong organizational and time management skills
- Ability to exercise sound judgment, decisiveness, and problem-solving in evaluating information
- Ability to handle sensitive and confidential information with discretion and professionalism
- Strong attention to detail and accuracy in all aspects of work

### Reports to:

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Criminal Investigations Captain

### Physical Demands and Work Environment

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Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The role requires regular standing, walking, bending, reaching, and lifting while processing, organizing, and retrieving evidence. Technicians must handle items weighing up to 25–50 pounds, use step stools or ladders to reach elevated storage, and maintain the dexterity and visual accuracy needed for detailed documentation, labeling, and data entry. Work may also involve

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safely handling biological materials, chemicals, firearms, or other potentially hazardous evidence with appropriate protective equipment.

The work environment includes secure evidence rooms, offices, warehouse-style storage areas, and occasionally outdoor or off-site locations such as impound lots or crime scenes. Conditions can vary, including cool or warm temperatures, confined spaces, or dusty areas depending on storage needs. Technicians may encounter biohazards, narcotics, or other sensitive materials and must follow strict safety protocols, chain-of-custody procedures, and confidentiality requirements. Overall, the position requires consistent attention to detail, the ability to work within security-controlled environments, and the capacity to adapt to varying physical and environmental conditions while supporting law enforcement operations.

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### Minimum Qualifications

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- High school diploma or GED required; associate's or bachelor's degree in criminal justice, forensic science, or a related field preferred
- One (1)–three (3) years of experience in evidence handling, property control, records management, or law enforcement support preferred
- Must maintain a valid Georgia Driver's License and an acceptable Motor Vehicle Record throughout employment.
- Ability to obtain and maintain required certifications (e.g., property and evidence management training)
- Working knowledge of Microsoft Office or similar software

### Special Considerations for Police Department:

- Criminal history may disqualify an individual from accessing or utilizing state and federal criminal information systems. Must successfully pass a comprehensive background investigation, including fingerprinting.
- Must successfully pass a polygraph examination and/or voice stress analysis.