

**MAJOR FUNCTION**

This is responsible technical work managing receipt, storage, and disbursement of inventory retained by the Tallahassee Police Department, Evidence and Property Section. Specialists are responsible for providing security of all evidence and property while maintaining accurate records of all items received and stored. Specialists are responsible for properly disposing of all evidence and property in accordance with applicable laws and policies. Work is performed under general supervision and is reviewed through audits, internal checks, observation, and inspections.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Ensures all articles and items received into the inventory are properly recorded in the archival database system and receipts are maintained in the designated file system. Conducts a pre-inventory inspection of all received physical packages to ensure integrity and evidentiary value will be retained during storage. Destroys and documents the destruction of contraband, drugs, and drug paraphernalia. Transfers and documents the removal of all other property to authorized use by law enforcement, surplus authority, or charities as appropriate. Processes the transfer and transports of firearms to an authorized disposal service. Reviews records of motor vehicles impounded and towed by the designated contract tow company and reconciles receipts with physical inventory. Completes a report indicating the number and types of vehicles maintained for evidence, investigation, forfeiture, or other reasons to the Division Commander as required. Serves as a liaison between officers, investigators, vehicle owners, and the contract tow company to ensure vehicles are available for evidentiary processing or release. Locates contact information for and notifies property owners of impounded items authorized for release. Writes public notices for advertisement of found property and posts as required by law prior to disposition. Processes and transports evidence to forensic laboratories, the Florida Department of Law Enforcement laboratory and the post office for package transmittal. Performs routine facilities cleaning of the Evidence and Property storage facility for safety and organization. Performs related work as required.

**Other Important Duties**

Testifies in judicial proceedings pertaining to tasks and procedures performed in the Evidence and Property Section. Attends specialized or advanced training courses pertaining to procedures and techniques for performing functions within the Evidence and Property Section. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

General knowledge of Florida Statutes, city ordinances, and Department rules and regulations regarding procedures for impounding or processing law enforcement-related evidence and found property. Considerable knowledge of storeroom or warehouse storage methods and procedures. Considerable knowledge of the industry standards in inventory management techniques and practices. Experience in inventory management and control. Experience in or demonstrated ability to understand and utilize records and filing systems. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers, databases, and other programs and applications necessary for successful job performance. Sufficient physical strength and agility to lift and move items weighing up to twenty-five (25) pounds.

**Minimum Training and Experience**

Possession of an associate's degree or successful completion of 90 quarter hours or 60 semester hours in business, accounting, finance, public administration, criminal justice, or general studies and

one year of paraprofessional or professional experience in a law enforcement agency or three years of experience in inventory control, commercial supply management, or warehouse management; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination prior to an employment offer being made.

Established: 01-16-84

Revised: 02-10-89

01-26-90

04-20-04\*

10-01-05

09-22-08

11-16-09

09-27-16