

*Limestone
County Commission*

*Chairman
Collin Daly*

*Administrator
Ellen Morell*



*Commissioners:
Daryl Sammet
Danny Barksdale
Derrick Gatlin
LaDon Townsend*

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

PROPERTY AND EVIDENCE TECHNICIAN

Sheriff's Office

**Alabama Career Center
2535 Sparkman Dr. NW
Huntsville, AL
Phone: (256) 851-0537**

Or

**Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400**

Or

Online: <https://limestonecounty-al.gov/doing-business/jobs>

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES
AND RESPONSIBILITIES**

SALARY \$23.13 PER HOUR

**APPLICATIONS WILL BE ACCEPTED UNTIL
THE POSITION IS FILLED**

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)



Property and Evidence Technician

Sheriff's Office

SD/23
Grade 16

JOB SUMMARY

The Property and Evidence Technician is responsible for taking custodial control and maintaining security over all items stored in the Sheriff's Office evidence rooms, safes, or other storage facilities. This entails receiving evidence or property and ensuring adherence to proper procedures to safeguard the integrity of the chain of custody. The custodian will also prepare relevant written reports, maintain on-call status and, when required, provide testimony in court to establish the legal chain of evidentiary custody.

MAJOR DUTIES

- Receives, records, labels, and stores property and evidence; follows chain-of-custody procedures; maintains strict inventory and records of all evidence processed.
- Remains on call to respond to crime scenes to collect, record, label, and transport evidence to designated locations including, the Alabama Department of Forensic Sciences, other agencies, and the Sheriff's Office.
- Maintains evidence in evidence vault or other storage areas.
- Performs safety inspections of all firearms submitted as evidence.
- Transports evidence to and from crime laboratories and off-site storage; maintains and operates a county vehicle for the transportation of evidence.
- Testifies in court trials to validate the chain-of-custody of evidence.
- Participates in regular and unannounced audits.

- Provides evidentiary copies of evidence to investigators, court personnel, prosecutors, and defense attorneys.
- Monitors all transactions of evidence.
- Facilitates the return of items to their owners upon the finalization of dispositions; implements the disposition of court orders to include auction, destruction, donation, or transfer of ownership; maintains related documentation.
- Stores, maintains, logs, and verifies the weight of narcotics used of K-9 training.
- Maintains supplies used for the packaging and storage of evidence; recommends purchases as needed.
- Performs other related duties as required or designated by the Investigations Captain.
- Other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of chain-of-custody procedures and laws.
- Knowledge of evidence storage and security principles and procedures.
- Knowledge of the criminal justice system.
- Knowledge of the preservation and documentation of physical evidence.
- Skill in planning, organizing, analyzing, decision making, and problem solving.
- Skill in the collection, processing, and storage of evidence.
- Skill in the maintenance of files and records.
- Skill in interpersonal relations.
- Skill in the use of office equipment, including a computer, calculator, and office software applications.
- Skill in oral and written communication.

- Skill in use of NCIC terminal network.
- Ability to maintain confidential and sensitive material.
- Ability to understand and carry out complex verbal and written instructions.
- Ability to deal tactfully and courteously with employees and the general public.
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to manage stressful situations.
- Ability to operate photographic equipment.
- Ability to complete complex written reports.

SUPERVISORY CONTROLS

The Investigations Captain assigns work to the Property and Evidence Technician in terms of general instructions. The Investigations Captain spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include local, state, and federal law, Sheriff's Office policies and procedures, and Limestone County Commission policies and procedures. These guidelines require judgement, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, technical, and crime scene duties. Potentially dangerous and life-threatening situations contribute to the complexity of the position.
- The purpose of this position is to collect, log, maintain, and store property and evidence collected in the course of law enforcement functions and maintain the evidence rooms, safes, and storage locations of the Limestone County Sheriff's Office.

CONTACTS

Contacts are typically with department personnel, other county employees, business owners, citizens, suspects, inmates, juveniles, school staff, students, inmates, representatives of other law enforcement agencies, and members of the general public.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Effective audio and visual discrimination and perception needed to make observations; read and write; drive safely and simultaneously operate emergency lights, siren, radio, and computer; speak clearly and concisely; hear and understand radio, telephone, and normal range of verbal communications, discern color differences; identify and distinguish smells of different materials; ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (25-50 pounds); work efficiently for long periods of time; function effectively under stress; ability to deal effectively with the morbid, the repugnant, the abnormal, the psychotic, the neurotic, and otherwise unpleasant and unusual facets or results of human behavior.
- Work is performed either in an office environment or in a variety of field and office settings and may require exposure to dangerous and life-threatening situations; willing to work any hour of the day or night (shift work), overtime, weekends on call and holidays; work at any location in Limestone County and travel in specific assignments.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Alabama Peace Officers Standards and Training Commission.
- Ability to attend and complete Crime Scene Tech Training and Evidence Management Training within two years of hiring.