

# City of Oak Creek

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**Position:** Property and Evidence Clerk

**Department:** Police Department

**FLSA Status:** Non-Exempt

**Union:** Non-Represented

## **Summary Description**

This position performs responsible administrative duties related to the acceptance, storage, control, and disposal of police evidence and property; to protect the integrity of evidence throughout the judicial process; and to ensure compliance with all State and local laws regarding the storage and disposition of property and evidence, as well as other administrative duties as assigned.

## **Supervision/Accountability**

This position is directly accountable to the Property Room Supervisor, with overall accountability to the Administrative Captain and the Chief of Police, and has no direct supervisory duties

## **Major Duties/Essential Functions**

Clears the daily evidence lockers and properly inventory evidence in the evidence storage area.

Maintains accurate and legible records of items disposed and returned.

Prepares submissions of evidence for the crime lab as directed by officers.

Maintains a proper chain of custody for evidence and found property.

Coordinates the transferring of found property to charitable organizations as directed by the property room supervisor.

Circulates disposition forms for evidence to the officers and follow their instructions.

Responds to citizen inquiries related to stored property and coordinates shipping and pick up of property

Assists with the preparation of evidence for drug burns; works with the property room supervisor to destroy the drugs in conjunction with State Statute and under the Milwaukee County Sheriff Department's supervision.

Operates a computer and utilizes the property room program (the Beast) efficiently and correctly to inventor evidence in the proper location.

Assists with payroll; review schedules and time entries, notify Administration Captain of any discrepancies, and process all bi-weekly payroll schedules to City Hall.

## **Minor Duties**

Ability to work well with others and take directions from supervisors.

Ability to handle various evidential/photographic items, including those of an offensive or graphic nature.

Ability to handle evidence that is considered a bio-hazard while using protective equipment.

Ability to work independently and assume responsibility.

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Ability to maintain confidentiality when dealing with evidence/property.

Ability to move heavy items to the correct storage location and document that in the chain of custody.

Assist with other administrative duties as assigned.

### **Knowledge, Skills, and Abilities**

Basic techniques for effectively maintaining a warehouse environment.

Modern office equipment and procedures, including the use of a variety of software applications.

Customer service principles and public relations techniques.

Good oral and written communication skills, i.e., usage, spelling, grammar, and punctuation.

Principles and practices of work safety.

Plan and organize workload.

Maintain accurate records and logs

### **Education/Experience**

Must have a minimum of a high school diploma.

### **Physical Demands**

The physical demands here represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job's duties, the employee is regularly required to use hands to reach, fingers to feel or operate objects, tools, or controls and reach with arms and hands. The employee is regularly required to walk; stand, climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must climb, balance, bend, push, and twist while performing routine operations. The employee must frequently lift, pull, and move 50 pounds.

### **Work Environment**

The work environment characteristics described here represent those an employee encounters while performing this job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Tools and Equipment Used**

The ability to use the tools and equipment listed below is essential to perform this job's functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Computers, vehicles, cellular phones, weight scales, heat sealers, and first aid equipment.

### **License/Certifications**

Possession of a valid Wisconsin motor vehicle operator's license is required.

**Special Conditions of Work**

Regular work hours will vary depending on the time of the year and tasks assigned. Some call-ins and/or weekends may be required.

*The duties listed above are intended only as illustrations of the various work types that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer's needs and requirements of the job change.*

  
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**City Administrator**

  
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**Human Resources Manager**

  
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**Chief of Police**

**Revision History:**  
October 1, 2020

