



**JOB ANNOUNCEMENT  
CITY OF TROY, AL  
INTERNAL/EXTERNAL**

**CLASSIFICATION TITLE: Evidence & Property Custodian -Police  
Department**

FLSA DESIGNATION: NON-EXEMPT, CLASSIFIED

OPENING DATE: September 05, 2025

CLOSING DATE: September 11, 2025

SKILL LEVEL: 8

**SUMMARY DESCRIPTION:**

Under direct supervision of the Captain of the Detective Division. The Evidence and Property Custodian shall receive and provide for the safe storage of all property that has been found, stolen, recovered or has fallen into the possession of the Troy Police Department. They act as liaison for Troy Police Department working with City Departments, Management Team, staff, outside agencies and the general public; and ensures the efficient operation of any Crime Scene for the Troy Police Department.

**REPRESENTATIVE DUTIES:** Under the Direction of the Captain of the Detective Division:

*The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Remove evidence from the evidence lockers
2. Catalog and store evidence
3. Retrieves evidence as requested
4. Assists in preparing items for disposal or auction
5. Demonstrates punctual, regular, and reliable attendance
6. Attends meetings, workshops and training sessions
7. Provides innovative solutions to enhance current processes and procedures and/or resolve workplace issues
8. Performs other related duties as assigned
9. Ensure that all proper departmental documentation is completed and authorization for release of property
10. Duties may change or vary at the discretion of the Chief of Police for the City of Troy.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of modern office practices, procedures, and equipment.  
Knowledge of computers and job-related software programs.  
Knowledge of Police Department policy and procedures.  
Skills in administration and organization.  
Skills in oral and written communication.  
Ability to perform basic mathematical calculations.  
Ability to work cooperatively with others.

**MINIMUM QUALIFICATIONS** – Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

1. High School Diploma from Accredited High School or GED. Must have a valid Alabama Driver's License, a good driving record.
2. Must submit to and pass a pre-employment physical, and drug and alcohol screening.
3. Prior to employment offer, position subject to satisfactory background check
4. Must be honorably discharged if the applicant served in the armed forces.

## **MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:**

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification but are determined by the normal requirements for the position.

Essential Physical Abilities
Work is primarily performed while intermittently sitting, standing, stooping, bending or crouching. The employee occasionally lifts light objects weighing less than 24 pounds and heavy objects weighing 25 or more pounds. The employee uses tools and equipment requiring a high degree of dexterity.
Supervisory Control
The Captain of the Detective Division assigns work in terms of general instructions. The Captain of the Detective Division spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the results.
Guidelines
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific but may require some interpretation in application.
Complexity
The work consists of related evidence and property collection duties. There are many policies, procedures, laws and regulations to be followed. Confidentiality and related public safety factors contribute to the complexity of this position
Scope & Effect
The purpose of this position is to receive, distribute, and maintain police division property and

evidence. Success in this position results in greater effectiveness of the Police Department processes and services.
<b>Personal Contacts</b>
Contacts are typically with officers, legal counsel, and members of the general public.
<b>Purpose of Contacts</b>
Contacts are typically to give or provide information, gather information, and provide services.
<b>Work Environment</b>
The work is typically performed in the City of Troy Police Department.
<b>Supervision Exercised</b>

**NOTE:**

Due to the specialized nature of the duties performed by the Evidence and Property Custodian, this assignment will be based on prior job performance and evaluation by the Chief of Police. Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Some travel required.

Successful applicant is required to pass physical examination and drug screen and possess a valid Alabama Drivers' License. Position is subject to satisfactory background check.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

CITY OF TROY HUMAN RESOURCES  
301 CHARLES W. MEEKS AVE  
TROY, AL 36081

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION. APPLICATIONS WILL REMAIN ON FILE 6 MONTHS FROM CLOSING DATE.

*The City of Troy is an Equal Opportunity Employer.*