

# Job Description

## Human Resource Use Only

Position Number: 10104

Step/Grade - G

Effective Date: 6/2016

Revision Date: 01.2022

### POSITION IDENTIFICATION

---

**Position Title:** Property Evidence Clerk  
**Department:** Police  
**Status:** Full Time  
**Normal Workweek:** Mon-Fri

### SUPERVISORY RELATIONSHIPS

---

**Reports to:** Captain of Detectives  
**Directly Supervises:** No supervisory responsibility

### POSITION PURPOSE

---

The Property Evidence Clerk is a non-sworn position assigned to the Detective Bureau. The Property Evidence Clerk is under the direct supervision of the Captain of Detectives or their designee. In the absence of the Captain of Detectives, the Property Evidence Clerk shall come under the direct command of the working patrol shift commander.

The Property Evidence Clerk shall be familiar with Federal laws and thoroughly knowledgeable of State law, City ordinance as it pertains to the position and the handling of property and evidence. Primary responsibilities of the Property Evidence Clerk involve acceptance, control, and disposal of found, recovered, or evidentiary property in accordance with law and Department policy and procedure.

### ESSENTIAL DUTIES

---

- Receive, inventory, and properly store all evidence and found property that is in the control of the Manitowoc Police Department.
- Maintain records and evidence in compliance with courtroom procedures and judicial decree.
- Download, catalog, and maintain digital evidence – including, but not limited to, photographs, body worn camera, squad videos, interview room surveillance, business/residence surveillance, city traffic/park surveillance, etc.
- Maintain and continually update the inventory records showing the location or disposition of all evidence and found property from the date received to the date of disposal.
- Is responsible for lawfully disposing of evidence and unclaimed property, including return to owner, auction or destruction, and updating proper reports and records to reflect the disposition.
- Organize and record locations and descriptions regarding photographs taken of crimes scenes, accidents, evidence, and prints collected.

- Maintains an inventory of supplies to properly run the evidence room; provide order forms to Deputy Chief for evidence items needed
- Transport evidence for laboratory examination and/or courtroom proceedings ensuring that the chain of evidence is properly maintained and kept as short as possible.
- Assist prosecutors in the preparations and presentation of evidence at trials by providing detailed documentation and information on the evidence received, general conditions, and type of tests performed.
- Provide evidence for review by prosecutors and attorneys in specific cases at the request of the prosecutor.
- Testify in court honestly, impartially, and convincingly as a witness relating facts to a judge and/or jury to assist court decisions; Appears in court to present evidence and testifies against persons accused of crimes during trials
- Proficient in the operation of computer equipment to include the transfer and copying of data.
- Responds on suspected crime scenes as Evidence Technician, often in conjunction with the State Crime Lab, FBI, and other law enforcement officials
- Collects evidence, photographs of various crime scenes, evidence
- Prepares detailed written reports of evidence processing and investigation
- Reviews and prepares evidence and photographs for trial exhibits with the District Attorney's Office
- Acts as Evidence Management for trials; manages and maintains items of evidence needed for trial exhibits for the duration of trials, ensuring the integrity of trial exhibits for criminal prosecution
- Assists other law enforcement agencies by providing copies of digital evidence for their investigations
- Fingerprints and photographs applicants for employment in the police department, criminal court ordered, photographs and fingerprints suspects, fingerprints needed by citizens for various reasons
- Assists in Search Warrants as Evidence Manager; searches for evidence, maintains evidence log, photographs evidence collected, provides evidence listing for Search Warrant Returns to court
- Attends specialized schools, training programs and meetings to stay up-to-date on latest evidence processing/management guidelines, State Crime Lab submission guidelines, etc.
- Makes public presentations before city and school groups
- Assists officers and investigators in packaging, sealing, logging of items of evidence
- Processes requested items of evidence for any DNA or Fingerprint evidence
- Testing of suspected narcotics and drug paraphernalia using narcotics tests
- Training of new officers in the Evidence Field Training Task and proper use of narcotics testing of controlled substances
- Training of all officers and investigators during Department's annual In-Service training as requested
- Maintain Department's Prescription Medication Drop-Off Disposal Bin; package and seal all medications received; coordinates with Manitowoc County Metro Drug Unit for final disposal of all collected medications

- Maintain and provide digital evidence Discovery copies for District Attorney, City Attorney, defense attorneys, Department of Human Services, Probation & Parole, etc.
- Maintain and provide digital evidence copies for citizen's records requests
- Conducts audits of evidence storage locations - researches cases and updates evidence disposal dates to ensure proper maintenance of evidence room
- Prepare and submit evidence to the State Crime Lab, Division of Criminal Investigation, FBI, or other laboratory for analysis; maintain intake/release log for chain-of-custody
- Prepare and submit ATF Firearms Trace Requests for all firearms received as evidence; advise officers/investigators when Trace Results are returned
- Assist in extraction of cell phone contents; analysis of cell phone contents, etc.
- Conducts validation of all city warrants and stolen articles; audits existing stolen articles; conducts annual purge of old articles from system
- Organizes and sets up the annual City Auction; creates accurate Auction listing of all items; coordinates with outside City Departments for additional Auction Items; coordinates with Department clerical staff for Auction needs

---

### **OTHER DUTIES**

Any other related duties as assigned.

---

### **MINIMUM POSITION QUALIFICATIONS**

- Education:** Associate Degree in Police Science, Office Management, Management Information Systems, a related field. In evaluating candidates for this position, the City may consider a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the duties of this position.
- Experience:** Or equivalent experience.
- Certifications/Licenses:** Requires a valid State of Wisconsin Operator's License, TIME System Certification, Evidence Technician Certification, Property Room Management Certification, and Notary Public Certification.

---

### **KNOWLEDGE, SKILLS, & ABILITIES**

This position must possess the ability to apply laws, ordinances, and regulations pertaining to evidence/property control and apply them with tact and impartiality; skill in operation of computer equipment; knowledge of property management and control concepts; and the ability to schedule appointments, answer phone messages and written correspondences, release evidence according to policy in coordination with daily responsibilities. This position must also have the ability to read and apply policy manual, technical manuals, Wisconsin State Statutes, City ordinances, training bulletins, Supreme Court decisions and other related materials concerning evidence/property; add, subtract, multiply, divide, and calculate percentages; apply and create basic descriptive statistical data and reports; and the ability to create graphs.

---

### **BACKGROUND CHECK**

Condition of employment

---

### **PHYSICAL DEMANDS**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Manual Dexterity:** The employee is required to use both hands to touch, grasp, feel, and reach with hands and arms

**Physical Effort:** The employee is required to sit, stand, walk, talk, and hear. The employee may be required to climb, stoop, kneel, or crouch. The employee is occasionally required to lift and move up to 50 pounds. Vision abilities include distance and close vision, depth perception, and ability to focus.

**Working Conditions:** While performing the duties of this job, the employee is regularly exposed to an indoor environment common to municipal buildings.

---

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.