

## NOTICE TO THE PUBLIC

### JOB POSTING

Crime Scene Investigator/Evidence and Property Custodian

**Posted: 05/03/2021**  
**End Date: Until Filled**

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The City of Monroe is now accepting applications for the position of Crime Scene Investigator/Evidence and Property Custodian. This position is responsible for maintaining custody and control of all physical evidence and property obtain. This position performs technical duties in the management of evidence and other impounded property. The incumbent ensures evidentiary property are received or picked up, assigned a store location and logged. Responsible for ensuring custody transfers of evidence are accurately logged in and out. The Evidence\Property Custodian will maintain a computerized record of all evidence\property entered into the evidence room.

Qualified applicants must:

- Have a high school diploma or GED required – Associate's degree or equivalent preferred.
- Be minimum of 21 years of age.
- Have no convictions of a felony or sufficient misdemeanors to establish a pattern of disregard for the law.
- Have no convictions for felony or misdemeanor while employed.
- Must be a citizen of the United States.
- Must meet department's psychological and background requirements.
- Must maintain the department's firearms qualifications standards.
- Must work evenings, weekends and/or holidays as required.
- Must have an honorable discharge from the US Military.
- Must have a successful completion of department's applicant selection process.
- Have the ability to read, understand, and abides by City of Monroe and City of Monroe Police Department's Personnel Policy and Standard Operating Procedures or their functional equivalent.
- Have ability to successfully complete Georgia Peace Officer Standards and Training.
- Must complete POST-approved in-service training hours each year.
- Must be Georgia Crime Information Center (GCIC) certified.
- Must have completion of specialty schools or training programs as required by the Criminal Investigation Division Commander.
- Must possess a valid Georgia driver's license.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of the City of Monroe Charter and Ordinances pertaining to the police department.
- Knowledge of operations, services, and activities of a comprehensive law enforcement program.
- Knowledge of chain of custody guidelines and standards.
- Knowledge of modern and complex principles and practices of investigative techniques.
- Knowledge of inventory management principles.
- Knowledge of recent court decisions affecting law enforcement.
- Knowledge of city/department grievance procedures.
- Knowledge of police organization and staffing.
- Knowledge of the City of Monroe's geography.
- Knowledge of proper collections and preservation of evidence.
- Ability to answer the phone for any evidence/property room concerns and return phone calls.
- Ability to interact effectively with a variety of individuals and groups with varying educational, ethnic, and socio-economic backgrounds.
- Ability to maintain high ethical standards, both on and off duty.
- Ability to recognize community needs and concerns.
- Ability to work routinely under highly stressful conditions, including life-threatening situations.
- Ability to maintain a neat and orderly workspace.
- Ability to promote a positive work environment.
- Ability to recognize and resolve organizational conflict.
- Ability to maintain confidentiality.
- Ability to work independently.
- Ability to work as part of a team.
- Ability to follow the chain of command.
- Ability to communicate in English.
- Ability to take accurate notes during meetings.
- Ability to retrieve documents from filing system.
- Ability to present department documents.
- Ability to interpret and apply applicable federal, state and local policies, laws and regulations.
- Ability to maintain POST certification.
- Ability to maintain job related training as required.
- Ability to use and qualify with a firearm.
- Ability to pass drug testing as noted in policy.
- Ability to pass an annual physical ability/fitness test.
- Ability to meet all physical requirements of the position.

The City of Monroe offers a comprehensive benefit package. Minimum salary is \$36,358.00 and will depend on applicant's knowledge, training and experience. **Direct Deposit is a requirement.** Applications may be obtained at City Hall, 215 N. Broad Street, Monroe, GA 30655 or printed from the City website at [www.monroega.com](http://www.monroega.com) (under Government/Job Opportunities). A full job description is available at City Hall. A resume will not be accepted in lieu of a fully completed application, but may be attached. Completed job applications must be returned to/received by City Hall at the above address or by mail to City of Monroe, attn.: HR, PO Box 1249, Monroe, GA, 30655. Documents on checklist must be attached.

The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place.

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Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post rehabilitation, and routine fitness-for-duty (random) drug testing.