



POSITION:	Evidence Custodian
DEPARTMENT:	Police
JOB TYPE:	Full-time
SALARY:	\$18/hr - \$28/hr
POSTED:	06/30/2025
CLOSING DATE/TIME:	Until Filled

The City of Monroe is seeking an Evidence & Property Custodian to manage the handling, storage & tracking of police department evidence. This role includes processing paperwork, keeping accurate records & working closely with the District Attorney's Office & other external agencies. The custodian will also be responsible for transporting evidence for forensic testing when needed. The ideal candidate will demonstrate sound judgment, professionalism & the ability to perform duties independently and in accordance with established policies & procedures. Salary is commensurate with qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Qualifications & Experience:

- High school diploma or GED
- Associate's degree is *preferred*
- Minimum age: 20 years
- No history of felony convictions or repeated misdemeanors; no criminal convictions during employment with the city
- Honorable military discharge, if applicable
- Successful completion of the department's applicant selection
- Ability to read, understand, & abide by the City of Monroe & City of Monroe Police Department's Personnel Policy & Standard Operating Procedures

Duties & Responsibilities:

- Receive & log evidence; maintain secure storage & accurate records using the department's computerized evidence management system
- Handle court-related paperwork, including forfeiture & property disposition documents
- Appear in court as subpoenaed to provide testimony regarding evidence handling
- Be available for after-hours call-outs as necessary
- Prepare & submit a variety of reports
- Process requests & prepare evidence for transfer; maintain communication with the DA's office
- Conduct monthly inventories & manage the release, destruction or retention of evidence following legal guidelines
- Support department staff as assigned

At the City of Monroe, we offer one of the most employee-friendly benefits packages around – designed to support your health, wellbeing, & future. For a complete list of benefits & to access the employment application, please visit the Job Opportunities section on our website. Completed applications may be returned to City Hall or to Sarah Johnson, Manager of Human Resource Development, at Sjohnson@MonroeGA.gov

*Applications are also available at & may be returned to City Hall, 215 N Broad St, Monroe, GA 30655. The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place. 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.