



## SURFSIDE BEACH POLICE DEPARTMENT

### Employee Job Description

Job Title: Evidence/Property Custodian  
Rank/Grade: Dispatcher (Part-time)

Reports to: Police Captain  
Minimum Salary: \$13.50 hourly

### Summary

Employees in this position are usually civilian and perform duties associated with the collection, custody, and care of evidence and property brought into the department's possession. Employees generally work during standard business hours during weekdays but may be required to work other shift arrangements as required by need, to include weekends and nights. Travel may be required in order to accomplish certain job tasks and attend training, to include overnight trips.

### Duties

- Oversees the receipt, identification, categorization, storage, and custody of a wide variety of evidence, found property, safekeeping items, and items held for destruction in accordance with established best practices, departmental general orders, state, and federal laws.
- Oversees the entry of items into the appropriate computer systems.
- Maintains accurate records on existing, released, destroyed, donated and/or auctioned property.
- Operates within established procedures within the evidence and property system, and maintains tracking records of individual property items to ensure chain of custody.
- Determines the appropriate disposition of property in compliance with court orders, departmental general orders, and applicable laws.
- Ensures appropriate paperwork is submitted for the transfer, release, and disposition of evidence and property items.
- Determines appropriate disposal of items such as for destruction, sale, auction, and department use.
- Prioritizes work assignments to ensure the evidence and property system stays in operation to include clearing item storage locations, ordering packaging supplies, and maintaining forms.
- Schedules with citizens for the release of evidence and property items.
- Coordinates the scheduling and transportation of evidence and property to and from the department to other locations such as other departments and testing facilities.
- Responds to inquiries and requests from department personnel, criminal justice agencies, courts, prosecutors, and other relevant entities in regards to evidence and property items.
- Maintains comprehensive records, both in hardcopy and electronic format, related to evidence and property items to include location, description, chain of custody, and disposition.
- Produces statistical reports and records, as necessary, in order to assist with the management and operation of the evidence and property system using approved software programs.
- Coordinates the deposit of monies to the appropriate officials with TOSB Town Hall.
- Utilizes department and court automated computer systems to determine the disposition of cases in order to assist with the disposition of property.
- Assists the Police Captain and other custodians with quarterly and annual audits.
- All other duties and assignments as directed.

- It is the responsibility of each employee to comply with established policies and procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illness.

**Physical Demands**

- Ability to speak, hear, and understand the written and spoken English language.
- Ability to sit, stand, walk, climb, balance, stoop, kneel, crouch, and/or crawl and perform these activities for intermittent and prolonged durations.
- Ability to use hands to manipulate, handle, and feel objects and reach with hands and arms.
- Ability to lift and/or move up to 25 pounds of weight from various heights.
- Vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to focus on objects at various ranges (with or without assistance from prescribed eyewear).

**Qualifications**

- Must possess a high school diploma or GED and provide a valid transcript (if requested).
- Must possess the ability to speak clearly, write legibly, and formulate basic reports and general correspondence.
- Must possess the ability to use basic computer equipment and programs.
- Must possess the ability to compute basic mathematical formulas and process statistical information.
- Must possess and maintain a valid South Carolina driver's license.
- Must maintain a residence in the state of South Carolina.
- Must successfully pass a comprehensive background investigation, drug screening, and polygraph examination (as required).

I have read, understand, and accept the job description as presented.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By order of:

\_\_\_\_\_

Rodney Keziah,  
Chief of Police