



# LAKE PLACID POLICE DEPARTMENT

8 North Oak Avenue, Lake Placid, Florida 33852  
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## **EVIDENCE AND PROPERTY CUSTODIAN:**

The job of an evidence and property custodian involves a specialized and complex set of skills that are used in the operation of the property and evidence unit. This work includes tasks such as receiving, storing, securing, controlling inventory on a computer, maintaining chain of custody, and ultimately disposing of property and evidence items while under the custody and control of the Police Department. The custodian must have knowledge of laws and policies related to items that may be used as evidence or disposed of, as well as regularly interact with the public, other law enforcement personnel, and related individuals.

The ability to competently and independently manage a workload, which may involve competing demands and challenging deadlines, is essential for this role. Additionally, the custodian must be able to evaluate the evidentiary value of items and operate a motor vehicle for picking up and delivering evidence. Interactions with coworkers and the public should be handled with tact and patience, with an expectation of maintaining a high degree of professional discretion when dealing with sensitive or confidential information or records. Organizational skills and attention to detail are paramount.

This position is classified as an emergency/disaster position, meaning that during emergency conditions, the custodian is automatically considered an emergency service worker and may be called in to work during events such as hurricanes or other emergencies. It is expected that the custodian will be ready, willing, and able to report to work during any emergency or disaster, regardless of any other commitments they may have, and perform emergency services duties as assigned.

## **MINIMUM QUALIFICATIONS:**

- Graduated from an accredited high school or GED equivalency
- Must possess and maintain a valid Florida driver's license
- Be able to handle items up to 30 pounds
- Be able to perform moderate manual labor
- Be able to work a flexible schedule to include nights and weekends
- The ability to obtain and maintain certifications from the Property and Evidence Association of Florida (PEAF) As Well As the International Association of Property And Evidence (IAPE) within twenty-four months of hire.
- Competent use of the full Microsoft works suite, certification preferred.
- Ability to pass a criminal justice background check
- The Town of Lake Placid is a drug free workplace all applicants will be required to pass a pre-employment drug screen.

## **PREFERED QUALIFICATIONS:**

- Two years' experience in the field of evidence / property management
- Two years' experience involving auditing and reconciliation processes such as stock

- control, loss prevention, shipping, receiving or accounting.
- A comparable amount of education and experience may be substituted for the preferred qualifications.

**ESENTIAL JOB FUNCTIONS:**

Duties include the handling, preservation, and documentation of physical evidence which may include human tissues, fluids, or items having potential biological, chemical, or radiological hazard or contamination.

Receives, retrieves, logs, transfers, audits, conducts research and disposes of property and evidence.

Conducts quality control checks and holds submitters accountable through one-on-one training when standards are not met.

Secures and safeguards property all evidence related materials until needed, while maintaining chain of custody.

Maintains the integrity of all evidence related materials

Attends depositions and testifies in court hearings as needed.

Performs other duties that may not be specific to property and evidence, such as but not limited to, transcription of taped statements, processing paperwork for submission to the State Attorney, Department of Juvenile justice and other agencies, answering of phones and front desk duties.

Release of public records in accordance with Florida State Statute.

Position remains Open until filled.

Contact Anita at the Lake Placid Police Department for application. 863 699-3757 or in person at 8 N. Oak Avenue, Lake Placid, FL 33852