



Job Title: Evidence Processor  
Department: Robstown Police Department  
Classification: Permanent Full-time  
FLSA Status: Non-exempt/Hourly

### **Job Description:**

Under general supervision, this position is responsible for the intake, recording, filing, storage, security, maintenance, research, release, audit, disposal, destruction and safekeeping of all property and evidence in the care of the Robstown Police Department. Position performs other related duties as required, which may include working closely with investigators on all evidence-related cases and functions.

### **Duties and Responsibilities:**

- Prepare evidence from storage for court or for release to investigations
- Processing firearms for release, auction, or disposal
- Assists in coordinating department sponsored auctions
- Operates, enters, retrieves, and stores data on computer
- Prepares letters to owners notifying them of the recovery of their property
- Assists with items returning or going to state and or department labs
- Performs other related work as required such as receiving, verifying, cataloging, storing, retrieving, transferring, and disposing of property, paraphernalia, and evidence
- Receiving, storing, releasing, and maintaining security of a wide variety of confiscated property, evidence, and vehicles.
- Safeguard and maintain the integrity of all evidence and the chain of custody in accordance with state laws, City ordinances, and departmental policies and procedures.
- Dealing with internal and external customers via the telephone and face-to-face contact
- Accuracy, attention to detail, and accountability are critical skills required as an evidence processor.
- Coordinate with other law enforcement agencies in the development of procedures for the disposition of property when cases are adjudicated

### **Minimum Qualifications:**

- Graduation from a high school, or GED.
- Minimum of one-year experience in warehousing, inventory control or an appropriately related field, preferably in a law enforcement and/or high security environment
- Possession of a valid Texas driver's license

### **Special Requirements:**

- Because of the confidential, sensitive nature of information handled, successful completion of background is required.

- Learn applicable federal, state, and local criminal and civil laws, codes, and regulations
- Learn police, court systems, and criminal procedures relative to the processing, retention, and disposal of evidence.
- Learn safety and security methods and practices involved in handling and storage of firearms, weapons, narcotics, drugs, money, and dangerous devices.

The City of Robstown offers a comprehensive benefits package to all regular full-time employees including vacation, holiday, and sick leave as well as medical, dental, vision, and life insurance.