



DEPARTMENT OF

POLICE

Evidence and Property Control Specialist

Salary: \$42,330

Type: Full Time

Benefits: Full Benefits

Closing Date: Open Until Filled

About Police

The members of the Salisbury Police Department are committed to providing the highest quality of police services by empowering our members and the community to work in partnership with the goal of improving the quality of life within the City of Salisbury, while at the same time maintaining respect for individual rights and human dignity. PRIDE in our community, PRIDE in our department, and PRIDE in ourselves.

Profile

The Evidence and Property Control Specialist has responsibility for all property coming under the control of the Salisbury Police Department and plays a pivotal role in the management and preservation of evidence crucial to criminal investigations. Responsibilities include meticulously cataloging, storing and safeguarding all forms of evidence while following strict chain of custody protocols. This role ensures the integrity and admissibility of evidence in judicial proceedings, contributing significantly to the success of investigations. Additionally, the specialist oversees the proper disposal or release of property in compliance with departmental policies and legal requirements. Must be detail oriented with exceptional organizational skills, and a commitment to upholding standards of accountability and transparency. The Evidence and Property Control Specialist serves a crucial link in safeguarding the rights of individuals involved in legal proceedings while supporting the overall mission of the department.

Preferred Education

Associate's Degree in business administration or related field; 3-5 year of experience may substitute for Associates Degree

Preferred Experience

Ability to maintain confidential and sensitive information
 Good written and verbal communication skills
 Highly organized with excellent attention to detail
 Ability to navigate new computer software systems and applications.

Requirements/Certifications

Must possess a valid driver's license and pass a full background investigation including drug screen.

How to Apply

1 Visit PoliceApp.com/SalisburyMD

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.