Property and Evidence Custodian
Part-time
Police Department

MAJOR FUNCTION: The Property and Evidence Custodian is a civilian member responsible for the overall management and operation of the Property and Evidence storage function, including the receiving, recording, storage, and disposal of evidence and found or confiscated property. The position also includes public relations responsibilities and requires a positive attitude, cooperation with co-workers, polite customer interactions, teamwork, functioning under time pressure, and responding positively to supervision. Integrity is the foundation of the Auburndale Police Department (APD); all members must maintain the highest standards of conduct in both professional and personal life. The Property and Evidence Custodian may perform other related tasks as required and must have the physical, mental, and emotional abilities necessary to fulfill all essential job duties. Assignment length is at the discretion of the Chief of Police.

ESSENTIAL DUTIES: Maintains secured storage and handling of all property and evidence under the care, custody, and control of the APD. Updates and maintains the computerized Property and Evidence tracking systems and retrieves evidence and property for department members. Purges and disposes of property and evidence when necessary, assists members with evidence-related issues, and maintains inventory of evidence collection, handling, and packaging supplies. Represents the APD professionally and provides guidance to citizens as needed. Ensures compliance with applicable General Orders, rules, regulations, and procedures. Maintains accurate records for all evidence and stored property. Transmits evidence to the Florida Department of Law Enforcement (FDLE) Crime Lab or other processing facilities. Returns recovered property to rightful owners when possible and inspects submitted items for proper packaging. Assists the State Attorney's Office as required. Maintains cleanliness and operational readiness of all assigned equipment and work areas. Performs other duties as assigned. .

KNOWLEDGE, EDUCATION, AND EXPERIENCE: Must have a High School diploma or equivalent and a valid Florida driver license. Within one (1) year, must obtain approved training in the management of Property and Evidence functions. Requires knowledge of federal, state, and local laws and ordinances; FDLE evidence submission requirements; evidence packaging procedures; and property disposal procedures. Additional knowledge includes understanding APD General Orders, judicial procedures, inventory control, and property management processes. Must be able to communicate clearly and concisely, lift and carry items, operate a motor vehicle, handle stress, and work well independently or with others.

JOB LOCATION: Auburndale Police Department, 2 Bobby Green Plaza

WORK SCHEDULE: Part-time; work schedule will be determined based on departmental needs and may vary from week to week. Hours will generally be scheduled during the City's regular business hours.

HIRING RATE: $34,443 Annually

CLOSING DATE: October 9, 2026

Persons interested in this position should complete a Police Employment Application and submit it to the Auburndale Police Department at 2 Bobby Green Plaza. Applications can also be downloaded online at www.auburndalefl.com. The successful applicant will be required to pass a pre-employment physical and drug screening.

The City of Auburndale is a Drug-Free Workplace and an Equal Employment Opportunity Employer