



# Position Announcement

## Property and Evidence Custodian

Posting Date: October 6, 2025

**APPLICATION DEADLINE:** Interested candidates are encouraged to apply as soon as possible. Interviews may be conducted as applications are received. This position will remain open until filled.

**HIRING RANGE:** \$59,427.00 - \$65,264.00, depending on experience.

**HOURS PER WEEK:** 40 hours per week.

**BENEFITS:** The Village of Algonquin has a competitive benefit package which currently includes: paid time off, a flexible benefit Section 125 plan including health, dental, and life insurance as well as flexible spending accounts (health care and/or child care), a defined benefit pension plan through [Illinois Municipal Retirement Fund](#), a [deferred compensation 457\(b\) plan](#) through Nationwide, and more.

We are seeking a detail-oriented and dedicated individual to join our Police Department as a Property and Evidence Custodian. This non-sworn, union position plays a vital role in supporting law enforcement operations through the collection, preservation, and management of physical evidence and personal property in police custody.

### What You'll Do:

- Perform the duties of evidence management for the department, which involves receiving, logging and storing evidence.
- Maintain evidence room/garage for orderliness and inspections.
- Review packaging and documentation of property/evidence submitted for intake and addresses issues with the submitting officer and/or their supervisor.
- Transport and receive evidence from laboratories utilizing proper procedures to maintain chain of custody.
- Prepare and deliver physical evidence to the case officer or to the courts for criminal proceedings.
- Conduct ongoing research of items stored in the evidence room/garage for purge. This will require a working knowledge of Illinois Compiled Statutes as related to evidence retention requirements. This may require contacting the appropriate State's Attorney's Office to obtain authorization to dispose of the items, arranging for items to be returned to their owner, overseeing the disposal or destruction of items, and coordinating with auction companies.
- Manage the prescription drug drop-box located in the vestibule of the Police Department entrance. This includes emptying the box on a regular basis and properly disposing of the drugs received.
- Complete supplemental reports, all required documentation and computer data entry associated with this position.
- Respond to various locations to process scenes and/or collect physical evidence. This may include, but is not limited to: collection of items, processing for latent print evidence, obtaining DNA evidence, photography and processing for footwear impression evidence.
- Provide courtroom testimony, as needed.
- Ensure that evidence collection and processing supplies are stocked and completes purchases to replenish them, as needed.
- Provide fingerprinting services for various applicants (liquor license, solicitor, massage, etc.).
- Keep informed of departmental regulations, policies and procedures.

- Maintain awareness of worker safety guidelines and procedures and applies these in performing daily tasks and activities.
- Participate in Community Engagement events, such as National Night Out, Citizen's Police Academies, Special Needs Police Academies, etc.
- Perform related work as required.
- Perform other duties as assigned.

#### **What We're Looking For:**

- High school diploma or equivalent or any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.
- Must be 21 years or older.
- Must possess, or be able to obtain by time of hire, a valid Illinois Driver's License and FOID card.
- Must consent to a thorough background investigation and have no felony convictions or disqualifying criminal histories within the past seven years.
- Ability to work the allocated hours of the position and respond after hours as needed.
- Proficient in computers, recordkeeping, and evidence handling consistent for this position.
- Ability to lift up to 50 lbs and work both indoors and outdoors as needed.

#### **Knowledge, Skills, and Abilities**

- Knowledge of computer software including word processing, spreadsheet, and database applications consistent for this position.
- Knowledge, skill, and ability to effectively use personal and departmental evidence collection and photography equipment.
- Knowledge of the value of physical evidence, the "chain of custody," and the importance of maintaining the integrity of items of evidentiary value.
- Ability to comprehend and apply federal, state, county, and village criminal, traffic, and civil laws.
- Ability to prepare routine reports, case files, and correspondence.
- Ability to deal tactfully, courteously, and professionally with others, exercising sound and effective judgment.
- Ability to proofread and check documents for accuracy and errors.
- Ability to learn and apply laws, ordinances, and departmental rules and regulations.
- Strong verbal and written communication skills, including handling sensitive information effectively and concisely.
- Ability to establish and maintain effective working relationships with peers and supervisors.
- Ability to perform detailed work accurately and independently under strict time limits with minimal supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to follow verbal and written instructions and learn the Village's geography.
- Ability to work within the scope of this position's duties and authority.

#### **TO APPLY:**

Interested candidates are required to complete and submit an [employment application](#) and resume. Mailed or dropped off applications and resumes **will not** be accepted.

**The Village of Algonquin is an Equal Opportunity Employer.**