

PROPERTY AND EVIDENCE SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Property and Evidence within the Police Department; supervises assigned staff, performs technical support duties to provide effective storage, maintenance, and control of police department property and evidence; and performs related duties as assigned.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume management responsibility for assigned services and activities of the Property and Evidence Unit within the Police Department.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for the Property and Evidence Unit staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Ensure 24/7 day-to-day operations and functions of providing non-emergency Police support services to the public and Police Officers are carried out in accordance with Department policies, state laws, and other requirements in the most efficient and effective manner that contributes to the safety and well-being of the public and departmental personnel.
6. Coordinate recording and storing of all evidence and found property; coordinates security and maintenance of department's property room in accordance with state laws, industry best practice, and department regulations; and ensures compliance with relevant OSHA and City safety regulations.
7. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
8. Oversee and participate in the development and administration of the annual budget for the Property and Evidence Unit; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
9. Perform regular, detailed audits of stored items and ensures integrity of records associated with inventory control and documentation; serves as a liaison with investigations and patrol staff regarding property handling and security, and chain of custody.
10. Assist in the purchasing of property and evidence packaging, cleaning, and other supplies,

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equipment, and materials as necessary; research service providers and makes recommendations regarding contract services.

11. Secures court orders for the destruction of controlled substances and firearms on adjudicated cases. Research officers' reports for required information. Enters crime gun information into California Law Enforcement Telecommunication System (CLETS).
12. Manage, issue, and track inventory of equipment for police department employees.
13. Respond to and resolve difficult and sensitive citizen inquiries and complaints; establishes and maintains positive working relationships with co-workers, City employees and the public using principles of good customer service.
14. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of law enforcement property and evidence room management.
- Methods, procedures, principles, practices, and terminology used in property and evidence handling, processing, recording, preservation, storage, destruction, and release.
- Pertinent federal, state, and local laws, codes, and regulations including those relating to the safekeeping, processing, and disposition of property and evidence.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of project management and administration.
- Principles of budget management.
- Law enforcement systems and technology platforms including current and emerging technologies.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of customer service.

Ability to:

- Oversee and participate in the management of the Police Department's Property and Evidence Unit.
- Oversee, direct, and coordinate the work of lower-level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Prepare and administer budgets.
- Prepare clear and concise administrative and financial reports.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Understand the organization and operation of the City, assigned programs, and of outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Understand software systems; evaluate and research products to be used in support services.
- Operate office equipment including computers and supporting word processing,

spreadsheet, and database applications.

- Adapt to changing technologies and learn functionality of new equipment and systems.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in business administration, public administration, management, criminal justice, communications, or a related field. A Bachelor's degree is preferred.

Experience:

Three years of increasingly responsible experience in the coordination and disposition of Property and Evidence or forensic science or crime scene investigations.

License:

Possession of an appropriate, valid driver's license. An out-of-state valid Motor Vehicle Operator's License will be accepted during the application process, but a valid California license must be obtained by the time of appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting and may be occasionally exposed to fumes, airborne particles, and toxic or caustic chemicals; extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; and the noise level in the work environment is usually moderate.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and evidence room setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Created: July 2023

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short-term basis in order to provide job enrichment opportunities or to address emergency situations.