



**JOB TITLE:** Property and Evidence Supervisor

**DATE APPROVED:** August 2014

**DEPARTMENT:** Police Department

**SUPERSEDES:** None

**REPORTS TO:** Administrative Services Deputy Chief

**SUPERVISION:** Property and Evidence Technician I and II

**EMPLOYEE UNIT:** Mid-Management

**FLSA:** Exempt

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**JOB SUMMARY:** Under general direction, operates the Police Department's property and evidence bureau. The Property and Evidence Supervisor is responsible for managing all traditional law enforcement property procedures and processes. Independently identifies problems and issues in each major responsibility, recommends and executes solutions, and possesses outstanding communication and conflict resolution skills.

**DISTINGUISHING CHARACTERISTICS:**

This is a non-peace officer class with responsibility for property and evidence stored in the Police Department as well as in off-site locations. The Property and Evidence Supervisor handles a broad range of confidential and sensitive records, maintains the integrity and security of criminal evidence, including the handling of hazardous and bio-hazardous substances in a variety of containers and packaging, including but not limited to, contaminated blood, urine, saliva, and semen, as well as a broad range of narcotics, firearms, and other weapons.

The Property and Records Supervisor is distinguished from the Property and Evidence Technicians I and II by the responsibility of directing the work of others, regularly training staff, preparing performance evaluations, and the performance of more complex and difficult assignments.

**SUPERVISION RECEIVED AND EXERCISED:**

- Receives supervision from the Administrative Services Deputy Chief
- Property and Evidence Supervisor will provide supervision, direction, and training to staff and/or volunteers assigned to work in the property and evidence room.

**EXAMPLES OF ESSENTIAL DUTIES** – Duties may include, but are not limited to, the following:

- Set high expectations and provide leadership for staff in conflict resolution internally
- Model listening skills and positive public relations to create solutions to problems for which there are no easy answers
- Learn to apply applicable law, rules, regulations and provide information to the public and staff accordingly
- Read, interpret and understand standard legal documents

- Read, understand, and follow office policies, rules, instructions, laws, and ordinances and general literature pertaining to law enforcement activities and property matters
- Maintain a clean and orderly storage facility
- Train staff and/or volunteers, and other Department staff on property and evidence related matters
- Coordinate, direct, and monitor the work of staff and/or volunteers and other assigned staff
- Ensure the secure and organized storage, release, transfer, and disposal of property in accordance with law and policy
- Coordinate an audit of the property room every two years
- Prepare yearly evaluation of staff
- Receive, load, transport, verify, code, store, and safeguard various items of evidence and property
- Keep accurate records of stored property and evidence to assure security and retrieval capability for court and audit purposes
- Maintain confidential files and records regarding property in custody and its disposition
- Release property to be used as evidence in court or returned to owners
- Forward and hand deliver evidence to various laboratories or experts for appropriate analysis
- Maintain chain of custody records and testify in court if necessary
- Coordinate and prepare usable unclaimed property and evidence for auction as pursuant to State Penal Code provisions
- Purge property pursuant to prescribed methods on a regular basis
- Keep records current on the location and movement of property within the department, in court, or to other locations as necessary
- Confer with sworn personnel, City Attorney's office, investigators, District Attorney's office, court and other law enforcement agencies on matters concerning property
- Store, package, catalog, and destroy narcotics pursuant to prescribed methods
- Destroy illegal and nuisance weapons
- Transport evidence for disposal or destruction
- Work at a computer for extended periods of time to input and access data
- Operate standard office equipment
- Establish and maintain a cooperative working relationship with fellow employees, sworn personnel, representatives from other Law Enforcement Agencies, and the general public.
- Other related duties as assigned

### **EMPLOYEE STANDARDS:**

#### **Knowledge of:**

- Federal and State laws and court decisions pertaining to the recovery of property and evidence and preservation of the evidence chain
- Rules and regulations related to proper release of information from law enforcement agencies

- techniques, practices and procedures of receiving, inventorying, safeguarding, storing, and handling of property
- principles and practices of basic record keeping and filing systems
- vast knowledge of the rules of evidence and laws pertaining to the maintenance, release and destruction of evidence
- local government operations and procedure related to law enforcement
- legal terminology and legal process
- rules of evidence and basic criminal law
- process and procedures for requesting court orders
- practice and procedures for the handling and disposing of hazardous materials and fire arms

**Ability to:**

- work under general supervision and make independent decisions
- work quickly and accurately on multiple tasks
- communicate clearly and concisely, orally and in writing
- understand and carry out oral and written directions
- maintain confidentiality about information accessed in work activities
- maintain accurate records and files
- properly handle large sums of money, hazardous materials, firearms, biohazards and unusual items
- use common office software and applicable specialized law enforcement software
- maintain a current knowledge of evidence and property storage and release procedures
- establish and maintain effective work relationships with those contacted in the performance of the required duties
- learn and follow all City and departmental rules and regulations
- work on call shifts as required during emergencies

**PHYSICAL REQUIREMENTS:** Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- drive a vehicle
- distinguish colors
- intermittently bend and twist to reach equipment surrounding desk
- move sufficiently to lift boxes, climb ladders and stairs to retrieve various types of evidence, lift up to 50 lbs.
- bend, crouch, kneel, squat, or stoop, push/pull file drawers and supplies, reach in all directions
- walk on uneven surfaces
- work with and handle hazardous substances such as contaminated blood, urine and semen
- reach above and at shoulder height
- sit at a desk using near vision for long periods of time
- work indoors in an office environment subject to heat/cold and fragrances

- use a computer keyboard
- grasp files, documents, evidence, and equipment with right and left hands
- see and hear in the normal visual and audio ranges with or without correction

**TRAINING AND EXPERIENCE:**

Any combination of training and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and ability is:

- 5 years of experience working as a Property and Evidence Technician or related position in a municipal police property and evidence bureau

**LICENSE**

- Possession at the time of hire and continued maintenance of a valid California Class C driver's license.

**Desirable Qualifications:**

- The ability to speak English and Spanish
- Prior supervisory or lead experience
- Demonstrated effective conflict resolution, communication, and interpersonal skills