

EVIDENCE AND PROPERTY 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.*

DEFINITION

Under general direction, to plan, organize and direct the evidence and property operations of a police storage facility containing highly confidential records, evidence, firearms, cash, narcotics, property, etc.; to ensure the integrity and chain of custody of evidence from the crime scene to its final disposition; other duties as assigned.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Plans, directs and supervises, the collection, receipt, storage, safekeeping and disposition of all evidence and property; maintains manuals and computerized records; supervises the disposition of evidentiary and found property and surplus materials; testifies in court regarding chain of custody on evidentiary items; oversees supply purchasing and equipment; participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures; develops training programs for assigned personnel and the Field Evidence Technician program; identifies opportunities for improving procedures; participates in the preparation and administration of assigned budget; submits budget recommendations; monitors expenditures; maintains records and develops reports concerning new or ongoing evidence and property operations; writes reports, policies and procedures; ensures adherence to safety rules; and selects, trains and evaluates the work performance of subordinates.

MINIMUM QUALIFICATIONS

Knowledge of:

- The principles of administration, organization, supervision and management;
- The principles of warehousing and storage of materials and chemicals including some types of hazardous materials;
- Court orders and dispositions regarding release of records;
- Rules of Evidence as found in California Evidence Code;
- Narcotics testing methods, procedures, records, reports and chemicals;
- Court procedures and rules of testimony;
- Methods of presumptive testing; and
- Current laws, practices and applications, as they pertain to evidence control.

Ability to:

- Supervise, organize and review the work of subordinates;
- Select, train and evaluate staff;
- Plan, coordinate and schedule assigned functions;
- Interpret and explain City, State and Federal policies, procedures, codes and court orders;
- Be available for on-call work for nights and weekends;
- Understand and follow oral and written instructions;
- Read and comprehend technical and legal documents/books;
- Prepare clear and concise reports;
- Speak clearly, using proper grammar and syntax;
- Testify in a court of law;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of work;
- Oversee procurement of supplies.

Experience and Training

Experience: Four years of work experience receiving, securing, storing and releasing property and evidence in the property room of a law enforcement agency, OR Four years of work experience receiving, securing, categorizing, storing and releasing items in a warehouse environment, OR Five years of work experience collecting, transporting, and preserving evidence for a law enforcement agency.

Knowledge of barcoding systems is highly desirable.

Training: An Associate's degree or a minimum of 60 college semester units from an accredited college or university.

License: Possession of, or ability to obtain, a valid Class C California Driver's License.

Special Requirements: Must successfully complete a medical examination, background investigation, polygraph examination and psychological evaluation; and must be willing to work rotating shifts, weekends and holidays

WORKING CONDITIONS

Environmental Conditions: Office and warehouse environment; exposure to potentially hazardous chemicals.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for prolonged periods of time; the ability to distinguish color; heavy lifting; bending, stooping, kneeling, and crawling.