

POLICE PROPERTY AND EVIDENCE SUPERVISOR

DEFINITION

To plan, organize, direct and supervise operations of the property evidence unit, including crime scene investigations, within the Police Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned Police Services Administrator.

Exercises direct supervision over assigned personnel.

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

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for police property and evidence unit operations; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in police property and evidence operations.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staffing, equipment, material and supplies; monitor and control expenditure.

Develop and implement policies and procedures for receipt, storage, security, and release of property under the control of the property division; perform regular, detailed audits of stored items; ensure integrity of records associated with inventory control and documentation; serve as liaison with investigations and patrol staff regarding property handling and security.

Research providers and purchase property and evidence packaging, cleaning, and other supplies, equipment, and materials as necessary; research service providers and makes recommendations regarding contract services.

Research case status in CLETS; communicate with the City Attorney's Office and/or consult with detectives as necessary; process property dispositions and update property and evidence computer database with release information; send property release letters to owners.

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Research firearms ownership history to assist in release of firearms; ensures compliance with Department of Justice Law Enforcement Gun Release background check before release of firearms; coordinate with City Attorney's Office regarding firearms confiscation petitions; receive status updates on firearms after court hearings; send release letters where appropriate or prepare firearm for destruction per court order.

Secure court order for the destruction of controlled substances and firearms on adjudicated cases.

Enter crime gun information into CLETS; research officer's report for required information.

Assume overall responsibility for the security and maintenance of property and evidence within the Police Department; assign cardkey access, ensure visitors are property logged and escorted; and ensure storage room is in proper working for the preservation of property and evidence.

Develop and implement policies and procedures for crime scene processing and the receipt, storage and maintenance of property and evidence.

Conduct regular calibrations of crime scene equipment; coordinate with vendors for repairs.

Prepare and submit a variety of technical and operational reports and statistics related to property, evidence and crime scenes.

Assist in the implementation of new and upgraded technology used by the Police Department.

May testify in court regarding property chain of custody issues and evidence collection.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Answer questions and provide information to the public as appropriate; research questions and recommend corrective action as necessary to resolve issues.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

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, and release.

Methods, procedures, principles, practices, and terminology used in crime scene investigation including handling, processing, recording, preservation, storage, and release of evidence.

Court procedures regarding the handling and storage of evidence.

Legal guidelines pertaining to the maintenance and control of evidence.

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 evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

Modern office procedures, methods and computer equipment.

Ability to:

Organize, implement and direct a police property and evidence operations.

Organize, implement, and direct a crime scene investigation unit operation.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent property and evidence unit and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Experience and Training

Experience:

Three years of increasingly responsible experience in police property and evidence or police scene processing activities.

Training:

Equivalent to completion of the twelfth grade supplemented by additional course work or training in property and evidence or forensic science or crime scene investigation.

License or Certificate

Possession of a valid California driver's license.

Possession of Property and Evidence Management certificate issued by the California Association for Property and Evidence is highly desirable.

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