



Police Services Supervisor (Property and Evidence Administration)

Department/Division:	Police/Support Services
Reports To:	Police Lieutenant or Police Captain
Provides Direction To:	Police Property Technicians and part-time support staff
Exemption Status:	Non-Exempt
Date Prepared:	June 14,2007

GENERAL PURPOSE

Under general supervision, receives, stores and disposes of evidence and property held by the Police Department; maintains records of evidence and property held; provides direction to part-time Police Property Technicians and lead personnel; and performs related duties as assigned.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

1. Organizes and leads the classification, indexing and storage of property, evidence and other materials related to police investigations and lost or stolen property, including money, firearms, evidence, seized property, and narcotics.
2. Trains, supervises, and evaluates the work of Police Property Technicians.
3. Establishes and maintains computerized and physical records for property and evidence; ensures proper authorizations and chain-of-custody records; oversees the release of property, money, firearms, and other materials to police and court personnel, owners and others; may testify in Court regarding property and evidence disposition.
4. Organizes and stores narcotics, firearms and hazardous materials in their proper assigned facilities; arranges for and leads copying of documents for Court and legal representatives.
5. Maintains and updates police vehicle fleet information and repair logs and prioritizes vehicles for service.
6. Issues and tracks purchase orders for equipment and uniforms for all police personnel.
7. Transports evidence, property, narcotics and other materials to court.

ESSENTIAL FUNCTIONS (continued)

8. Answers inquiries by telephone and in person from the public, law enforcement agencies, attorneys and court personnel regarding the status and disposition of property and evidence; releases authorized property to citizens, Court, and legal counsel, in accordance with legal standards.
9. Determines which cases can be purged; disposes of or destroys narcotics, nuisance weapons and illegal materials, as authorized and ordered.
10. Leads the administration of auctions to dispose of unclaimed property.
11. Completes monthly reports showing status of projects, crime scene investigation call-outs, evidence statistics, and estimated property values.
12. Trouble-shoots and investigates problems involving mobile data terminals.

QUALIFICATIONS GUIDELINES

Knowledge of:

Federal, State and local laws, regulations and departmental policies pertaining to the retention, handling, processing and purging of firearms, narcotics, found property, safekeeping property, recovered property, and evidence, including the maintenance of chain of evidence records; methods and procedures for receiving, storing, inventorying, issuing, and safeguarding property; crime scene evidence collection, preservation, retention, and storage practices; safety techniques for handling and storing firearms, narcotics and other dangerous or hazardous items and materials; purchasing procedures; safety practices involved in the handling of body fluids and other potentially hazardous items and materials in a storeroom or warehousing facility'; supervisory techniques.

Ability to:

Operate computer hardware, mobile data terminal, photographic and video equipment, teletype terminal, scanning equipment and related word processing and property administration software; safely handle and store firearms, narcotics, and evidential property; organize and develop forms, policies, and procedures; perform basic mathematical calculations; accurately record and track the status of property; understand and follow oral and written instructions; estimate necessary materials and equipment to complete assignments; exercise independent judgment and initiative without close supervision; prepare clear and comprehensive records and reports; read and interpret laws, regulations, manuals, and other materials; establish and maintain effective working relationships with law enforcement personnel, vendors, contractors, management, the public, and others encountered in the course of the work.

Education/Training/Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent, preferably supplemented by coursework or training in the principles of crime scene investigation, and the equivalent of five years of police evidence identification, property administration, and police support services experience, preferably including lead and supervisory work.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy. Ability to work extended hours. Ability to pass a background investigation. Certification as a Crime Scene Investigator through POST or a similar organization is highly desirable.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is required to frequently sit and occasionally walk and stand to access work areas, and to store and retrieve property, evidence, and files; stoop, kneel, or crouch to access or place property or files; lift and carry records and documents, typically weighing less than 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret data, information and documents; interpret policies and procedures; use basic math; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, vendors, contractors, law enforcement personnel, other organizations, and the public.

WORK ENVIRONMENT

The employee typically works in office conditions and in a property storage area. The noise level is frequently quiet or moderately quiet. Occasional driving is required to pick up and drop off photographic and video equipment, mobile data terminals, and related hardware and evidence. The employee may also pick up and drop off police vehicles at City maintenance facilities and transport property to and from approved locations.