



DATE	October 2015
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Property Evidence Supervisor
 DEPARTMENT/DIVISION: Police
 REPORTS TO: Police Commander

SUMMARY: Responsible for the management of property and evidence operations for the department. Supervises Property and Evidence Technicians and other personnel assigned to the Property and Evidence Section. Performs technical duties related to receiving, processing, preserving, storing and disposing of evidence and other property submitted to the Property and Evidence Section. Responsible for compliance with laws related to property and evidence, established standards, and department property and evidence procedures and practices. Maintains property and evidence related technology systems and equipment. Testifies in court. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Supervises, instructs, schedules, reviews, and evaluates the work activities of assigned staff of the Property and Evidence Section.
- Receives and processes evidence and other property submitted for holding, reviewing property documentation for accuracy against submitted evidence.
- System administrator for property management system, digital evidence management system, digital evidence systems, security and key control systems and other property and evidence related technology.
- Maintains thorough knowledge of property and evidence standards, laws and best practices.
- Stores all processed evidence and property received utilizing established procedures.
- Responsible for routine inventories and audits of property and evidence stored.
- Organizing and maintaining an orderly, efficient, safe and effective property room.
- Responsible for maintaining sustainable property and evidence intake and disposal operations.
- Drafts motions and orders for magistrates.
- Responsible for preventing unauthorized release of property or evidence.
- Responsible for ensuring the accuracy and documentation of property and evidence stored by the department.
- Responsible for maintaining property and evidence Standard Operating Procedures, logs, forms, databases, and technology system.
- Responsible for the security and storage conditions for all property and evidence stored.
- Prepares records and logs of property and evidence activities.
- Appears in court to testify on the handling and chain of custody of evidence processed.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Supervises Property and Evidence Technicians.
- Supervises personnel or volunteers assigned to the Property and Evidence Section.
- Responsible for requisition or purchase of property and evidence supplies.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of property and evidence management standards, principles and best practices;
- Knowledge of property and evidence related laws;
- Skilled in providing customer service;
- Skilled in utilizing modern office equipment;
- Skilled in technology systems administration;
- Skilled in reading and comprehending English;
- Skilled in handling interruptions;
- Skilled in preparing and maintaining records;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree and any combination of 2 years of supervisory/management experience or direct experience working in a property and evidence room OR
- 60 hours of college credit and any combination of 4 years of supervisory/management experience or direct experience working in a property and evidence room OR
- High School diploma and any combination of 6 years of supervisory/management experience or direct experience working in a property and evidence room

PREFERENCES:

- Supervisory or management experience in a Law Enforcement Property Evidence Room
- IAPE Property Technician Certification
- TAPEIT Property and Evidence Technician Certification

WORKING CONDITIONS:

- Frequent climbing, balancing, reaching, sitting, standing, stooping, kneeling, crouching, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- Work is typically performed in both standard office and outdoor environments, with potential exposure to adverse weather conditions.
- Potential exposure to fumes, airborne particles, infectious diseases, and criminal suspects.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.