



PROPERTY AND EVIDENCE SUPERVISOR

Bargaining Unit: Police Officers' Association (Non Sworn)

DEFINITION

Plans, organizes, and supervises the Property and Evidence Section within the Police Department; performs and supervises a wide variety of duties involving the intake, storage, maintenance and distribution of property, evidence and supplies held by the police department.

EXAMPLES OF DUTIES (illustrative only)

Duties may include, but are not limited to:

- Assign, schedule, train and supervise the operation of the Property and Evidence Section.
- Receive, record, seal, store, and maintain strict security control of all incoming evidence and property acquired by the Police Department.
- Assist in the development of policies and procedures for the storage, security, processing and transferring of property and evidence stored by the Police Department.
- Conduct regular audits and inventories.
- Assist in maintaining chain-of-evidence records of evidential property and as required, testify in court.
- Transport property to and from the Police Department, court, and other locations including off-site storage, in a safe manner consistent with property and evidence handling best practices.
- Participate in the selection of staff.
- Approve time-off/leave/overtime.
- Respond to inquiries relating to property by telephone or at the public counter.
- Build and maintain positive working relationships with co-workers, other city employees and the public using principles of good customer service.
- Prepare, proofs and processes, and disseminate correspondence, memoranda, reports, proposals, forms, and other documentation relating to the Property and Evidence Section.
- Compile monthly statistical reports on work performed, interpret data, and prepare additional reports as required.
- Assist in preparation of the Property and Evidence Section budget
Coordinate the auction of unclaimed property.
- Provide leadership to develop and retain highly competent, customer-service oriented staff through training, employee development, coaching, mentoring, and day-to-day supervisory practices, which supports the department's mission and values in assigned areas of responsibility.

- Use computer systems to perform continuous updates in evidence management databases for all evidence received, released and disposed; and computerized records management systems and court programs to determine the status of court cases; names of suspects, associated persons and interested parties; and the disposition of cases.
- Train Police Department staff on the proper packaging and submission of evidence; maintain detailed statistics on the number and type of evidence transactions.
- Attend training sessions on proper procedures for firearms safety, infectious disease control, hazardous materials awareness, occupational exposure to blood borne pathogens, evidence tracking and control systems, general forensic laboratory, and evidence collection, packaging, and sealing.
- Coordinate the 4th of July fireworks confiscation and destruction with Cal-Fire.
- Perform a variety of other duties as assigned.

MINIMUM QUALIFICATIONS

Education - Graduation from high school or possession of an acceptable equivalency certificate, such as the General Education Development (GED) certificate.

AND

Experience - The equivalent of four years of full-time experience with property and evidence receipt, storage, and distribution

OR

Experience - The equivalent of four years of full-time experience storing and maintaining an inventory of materials in a highly controlled environment, including the storage, handling and disposal of hazardous or biological materials.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Legal requirements and procedures regarding processing and storing of property and evidence;
- Standard office practices and procedures;
- Principles of supervision, training and performance evaluation;
- Law enforcement codes and terminology;
- Criminal justice system terminology and proceedings;
- Safe methods of handling and storing of materials and property;
- English usage, spelling, grammar, and punctuation; and,
- Standard office equipment and software.

Ability to:

- Supervise, train and evaluate assigned staff;
- Maintain effective control of property and evidence;

- Perform simple arithmetic calculations;
- Communicate effectively, both orally and in writing;
- Understand, interpret, explain and apply policies and procedures relating to evidence and property;
- Lift, carry, move and store heavy property and supplies;
- Understand and carry out oral and written instructions;
- Prioritize tasks and efficiently utilize resources;
- Maintain complete and accurate records of items received, stored, and issued;
- Operate a variety of modern office equipment including computer terminals;
- Establish and maintain effective working relationships; and,
- Prioritize tasks and efficiently utilize resources.

Licenses and Certificates:

Must possess a valid California Driver license and have a satisfactory driving record.

Certification as a Property and Evidence Specialist by the International Association for Property and Evidence and/or satisfactorily completing a California POST-approved Evidence and Property Function Management course is highly desired.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Must be willing to travel independently within and outside City limits. Must be willing to work overtime as required.

Essential or important duties require the following physical abilities and work environment:

Ability to work in an office environment; lift items weighing up to 30 pounds; climb ladders and/or step up on a stool while lifting items weighing up to 30 pounds; handle controlled substances, firearms, and potentially biological contaminated items; work a ten (10) hour day/four day per week shift.

Must undergo and successfully complete a comprehensive personal and business-related background check that includes a polygraph and psychological examination.