POLICE PROPERTY AND EVIDENCE ~~SUPERVISOR~~ MANAGER

NATURE OF WORK

This is responsible work supervising and coordinating the activities of the property and evidence section of the Police Department. This is a civilian position.

Work involves responsibility for supervising and coordinating the activities of the property and evidence section of the Police Department including the purchase, receipt and storage of supplies, equipment, and property. Work also involves maintaining control of police evidence, preparing records of articles and valuables received including description of article, name of owner, name of police officer from whom received and reason for retention; issuing property being retained as evidence to officer at the time of trial upon receipt of authorization; releasing lost or stolen property to owner upon proof of ownership; and planning, developing and implementing methods of operation as well as disposing of unwanted articles, supplies, and related property and evidence. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of departmental policies and procedures, and legal guidelines and restrictions. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences, and effectiveness of property and evidence control. Supervision is exercised over subordinate support staff.

EXAMPLES OF WORK PERFORMED

Plans, develops and implements methods for the retention and disposal of property and evidence held by the Police Department; researches and evaluates programs that improve effectiveness in handling police property, supplies and evidence; analyzes data relating to those areas to provide a modern, innovative police property and evidence system.

Coordinates police auctions for unclaimed property and bicycles and determines what will be sold at such auctions.

Supervises the disposal and/or auction of abandoned vehicles towed by the Police Department.

Supervises the purchase of supplies and equipment within City purchasing guidelines.

Supervises the repair and maintenance of Police equipment.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of proper procedures in the handling of evidence for laboratory testing and for use in criminal proceedings.

Considerable knowledge of approved methods for maintaining accurate records in handling police property, supplies and evidence.

Considerable knowledge of approved methods and practices in purchasing equipment and supplies for police use.

Knowledge of court proceedings, rules of evidence and municipal and State laws governing the confiscation and release of evidence.

Ability to plan, organize and assign the work of subordinates engaged in activities pertaining to the operation of the property and evidence section of the Police Department.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with law enforcement officials, co-workers, the general public and legal professionals.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in criminal justice, the natural sciences or related field plus considerable experience in a law enforcement setting in property, supply and evidence control in a responsible supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus experience in a law enforcement setting in property, supply, and evidence control in a responsible supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____ _____
Personnel Director Department Head

7/76
Revised ~~8/95~~1/07

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