

## **PROPERTY AND EVIDENCE SUPERVISOR**

### **DEFINITION**

Under general supervision by department administration, performs a variety of supervisory and technical activities associated with the tracking, handling, and safekeeping of crucial evidence and found property for the Police Department, including maintaining the physical integrity and control of evidentiary items in the City's custody, data input, material cataloging, processing and disposal, and maintaining the chain of custody; and performs related work as required. The supervisor ensures the evidence room staff and department personnel follow local, state, and federal mandates relating to the seizure of evidence and the storage of confiscated or stored property.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from department administration, supervises and directs Property and Evidence Technicians as well as records clerks, reserves, and patrol personnel regarding proper evidence packaging, handling, documenting and storage. The property room supervisor is separate and independent of patrol and police officer supervisors.

### **CLASS CHARACTERISTICS**

This is a non-sworn class responsible for a variety of supervisory duties related to the provision of evidence handling and preservation of evidence and seized property. Incumbents with well-developed technical and support skills are expected to train the department and staff on the technical and specialized rules, regulations, policies, procedures, and activities related to property and evidence and to apply them independently with very limited supervision from administration. Successful performance of the work requires knowledge of Police Department functions, local, state, and federal regulations relating to the seizure and storage of evidence. The Property and Evidence Supervisor must have the ability to interact with a variety of individuals and groups, including the Department of Justice, laboratories, FBI, ATF, and allied agencies within Monterey County to include the District Attorney, and the courts. This class is distinguished from other technical support classifications in that this classification performs specialized duties related to the processing and storage of evidence and property and ensures the department and personnel are complying with the various local, state, and federal rules and regulations.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Receives and documents receipt of property and evidence, maintains the physical integrity and control and the chain of custody, and ensure property and evidence staff store the property and evidence in the designated and appropriate location in the property and evidence room.
- Make sure staff has correctly prepared evidence for submittal to outside agencies or labs for analysis, including packaging, securing, and preserving evidence items, preparing required forms, and submitting forms with evidence to labs.

- Coordinates with crime laboratories; determines and justifies which evidence to refer; prepares and transports evidence including weapons, narcotics, and biological specimens for analysis and processing by others.
- The supervisor is responsible for the secure transportation and documentation of property and evidence when it is taken to evidence destruction sites for court ordered destruction. They are responsible for tracking, documenting, and implementing the order for destruction imposed by the courts and for filing documents with the courts showing the destruction order has been followed.
- Releases and purges property and evidence following appropriate Federal, State, and local laws and regulations; prepares evidence and property for auction and/or disposal upon completion of court proceedings.
- Initiates, organizes, updates, maintains, and controls access to complex filing systems and records, including highly sensitive case files. Ensures and maintains the integrity of the evidence storage area as well as the general property and evidence processing room.
- Acts as liaison to the court and other offices requiring the transmission of property and evidence; prepares evidence and court exhibits for officers and investigators for court proceedings; maintains records and tracks such actions. The property room supervisor and Chief of Police are the only ones that have access to the body camera servers, the supervisor ensures the integrity of the system, and ensures the chain of custody when recorded evidence is transferred or copied for prosecution or investigation purposes.
- Releases property to the public; prepares the proper paperwork and prepares evidence for pick-up; completes the necessary reports and documentation of the release.
- Provides specialized training and information regarding state rules and policies, federal rules and policies, department policies, court procedures, and regulations, including responding appropriately to complaints, requests for information and digital recordings by allied agencies, the District Attorney and the courts and coordinating work with other City departments.
- Performs difficult, complex, technical, and/or specialized office support work that requires the exercise of independent judgment, the application of technical skills, and a detailed knowledge of the activities and procedures specific to the Police Department.
- Researches and assembles information from a variety of sources for the preparation of periodic and special reports and the completion of forms; uses spreadsheets and makes arithmetic and statistical calculations. Train property room staff, records personnel and patrol officers on the latest rules and changes implemented by the courts relating to the proper storage of seized property.
- Prepares correspondence, reports, forms, receipts, and specialized documents, such as letters to investigators, property claim letters to citizens, and other correspondence. Prepare seizure and destruction orders received from the courts, as well as sexual assault kits in compliance with state and federal mandates.
- May assist with crime scene investigation, including collecting, preserving, and booking evidence into property. The property and evidence supervisor direct property and evidence staff as well as patrol personnel on the proper way to collect, package and store critical crime scene evidence collected at the scene to ensure it is not compromised. Ensures that hazardous materials collected are properly packaged to ensure the safety of property room staff and evidence collectors.
- May perform matron duties for female prisoners and informants; assists in booking process.
- Conducts monthly inspections of holding cells to ensure all documents are properly completed for annual audit. Ensure the booking area meet local, state, and federal guidelines for the processing of evidence and prisoners.
- Must be able to provide guidance, direction, and supervise property and evidence technician, patrol officers, detectives, and staff on the proper and appropriate collection, packaging, transportation, and storage of seized items. The Property and Evidence Supervisor is responsible for ensuring department policies, as well as local, state, and federal property and evidence mandates are adhered to.
- Must be willing to submit and pass a detailed background investigation.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Techniques and procedures for records management and property and evidence processing, including records disbursement and chain of custody procedures.
- Functions, terminology, services, principles, and practices of law enforcement agencies.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods used in the collection, tabulation, review, analysis, and distribution of evidence and property, forms, reports, and documents.
- Modern office practices, methods, and computer equipment and applications related to the work, including police records management systems, record keeping, data tracking, word processing, and spreadsheet applications.
- Business arithmetic and basic statistical techniques.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with and providing a high level of customer service to the public, vendors, contractors and City staff, in person and over the telephone.

**Ability to:**

- Perform technical, detailed, and responsible law enforcement support work.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Organize, research, and maintain technical and administrative files.
- Enter data into a computer system and prepare written materials with sufficient speed and accuracy to perform the work.
- Make accurate arithmetic and statistical calculations.
- Prepare clear and effective reports, correspondence, and other written materials.
- Organize, maintain, and update office database and records systems.
- Organize own work, set priorities, and meet critical deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade, and five (5) years of administrative support, inventory control experience in a law enforcement environment preferable.

**License:**

- Valid California Class C driver's license with satisfactory driving record.
- Bloodborne Pathogens certificate, Biohazard certificate, Mental Health and Firearms certificate, and Asset Forfeiture certificate required within twelve (12) months of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to occasionally work in the field, primarily in a standard office setting, and use standard office equipment, including a computer; to operate a motor vehicle and assist in crime scene

investigations; vision to read printed materials, a computer screen, and examine evidence and property; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily an office classification although standing in work areas and walking between work areas may be required. The job may also involve fieldwork requiring walking uneven terrain and landscapes when collecting evidence and property. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information and to preserve evidence and property. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions. The evidence supervisor will sometimes be required to take property and evidence personnel out in the field to ensure the proper processing of evidence that is being collected. At least twice a year, the property and evidence supervisor will be required to load a secured trailer with evidence slated for destruction and will be required to transport the evidence to the destruction site.

### **ENVIRONMENTAL ELEMENTS**

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and direct exposure to hazardous physical substances. Employees may work in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.