

EVIDENCE SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: An Evidence Supervisor is responsible for planning, organizing, supervising, and evaluating the functions and staff within the Evidence Section of the Police Department. A major function of the Evidence Supervisor is to safeguard and maintain the integrity of all police evidence/property in accordance with state laws, City Ordinances, and departmental policies and procedures. In addition to performing supervisory duties, an Evidence Supervisor is responsible for preparing and implementing the budget for the Evidence Section; forecasting the need for additional staffing, equipment, and materials; monitoring and controlling expenditures; developing and evaluating recommendations for changes in policies, procedures, and practices through proposals and/or reports; planning, coordinating, assigning, and supervising the work of subordinate personnel; preparing and reviewing performance evaluations; documenting work performance using workstation files; and taking disciplinary action when necessary. The incumbent also performs quality control checks; audits evidence handled and the computerized bar-coding system; coordinates authorizations from General Services to have property/firearms auctioned; assists with the City public auctions; coordinate, oversees, and verifies the destruction of weapons; coordinates and oversees the processing of court dispositions and requests for dispositions on property; coordinates and oversees the destruction of narcotics; and coordinates all training for section members. This class is responsible for performing related duties as required.

Distinguishing Features: The Evidence Supervisor is a civilian supervisor over a civilian Evidence Section in the Police Department. An employee in this class handles the more difficult situations at the public counter in the Evidence Section. Per departmental policy, this position must participate in all narcotics destruction. The Evidence Supervisor supervises a Senior Evidence Technician, an Administrative Support Assistant I, and Evidence Disposition Detectives assigned to the Evidence Section. An employee in this class represents the department on committees, task forces, and intergovernmental projects. General supervision is received from a Police Commander assigned to the Technical Services Division who reviews work while in progress, through meetings, and by overall results achieved. Incumbents in this class carry a pager and are required to respond by pager and/or phone inquiries, and are subject to scheduled and/or emergency call out. This class is FLSA exempt-executive.

QUALIFICATIONS

Education and Experience: Requires any combination of training, education, or experience equivalent to graduation from high school or GED, and a minimum of three years experience in the handling, receiving, and storing of police property/evidence, inventory control, and materials management. One year of work experience must include lead or supervisory experience within a police property/evidence area.

Special Requirements: Due to the sensitive nature, high security environment, and value of property and/or evidence impounded, successful completion of a background investigation and polygraph is required. Must possess a valid Arizona Driver's License by hire date. Certification by the Arizona

Department of Public Safety (DPS) in the operation of the National Computer Information Network is preferred and will be required within six months after hire date.

ESSENTIAL FUNCTIONS

Communication: Communicates with City employees and the general public in order to receive and return property and evidence, and handle inquiries or complaints. Instructs and trains subordinates and Police Recruit classes in a classroom setting regarding the proper handling and packaging of evidence. Prepares written documents including performance evaluations, letters, various listings, impound records, and policies and procedures with clearly organized thoughts using proper sentence structure, punctuation, and grammar.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures, state laws, and departmental Administrative and Field Orders regarding the handling of evidence. Inspects evidence submitted to ensure proper packaging and compliance with prescribed operating and safety standards. Tags, marks, packages, and stores property and evidence received. Works with evidence contaminated with body fluids, chemicals, pesticides, paints, insecticides, flammables, and explosives using normal protective equipment to properly handle and destroy evidence. Prepares impounded property for distribution and or auction as authorized. Destroys impounded property as required by law or regulation. Operates a motor vehicle requiring a valid Arizona Driver's License to pick up evidence at substations and crime scenes which may involve working in a variety of weather conditions. Enters data into a computer terminal to create a database for evidence tracking and to perform warrant checks on individuals before issuing claimed items. Sorts and files property records. Performs physical inventories of evidence including large sums of money. Moves items that weigh up to 75 pounds for distances up to 150 feet in order to store items and return property to owners. Sets up and removes folding tables and other items at the City's public auction. Works in small, cramped areas, and reaches property and evidence at elevated levels in order to store and/or retrieve items.

Mental: Supervises and evaluates the work of subordinate personnel responsible for receiving and storing evidence. Prioritizes and assigns work to subordinate personnel. Resolves procedural and other work-related problems. Coordinates or assists in coordinating various programs including the City auction with other departments and personnel including the City Attorney, the City Court, and City warehouse personnel. Develops policies and procedures, and short- and long-term objectives and goals for the Evidence Section. Maintains accurate records of monthly activities in the Evidence Section. Maintains an accurate accounting of police evidence/property received and provides reports as requested. Determines when items should not be released to individuals. Reviews case records to determine disposition of accumulated evidence. Comprehends and makes inferences from written material including impound records and police reports to account for evidence as it is received or destroyed. Learns job-related material through on-the-job training regarding the proper handling and storage of evidence.

Knowledge and Abilities:

Knowledge of:

the principles, practices, and methods of warehousing, inventory control, material handling, storage, recordkeeping, and property accounting;

applicable federal, state, and local criminal and civil laws, codes, and regulations;
police, court systems, and criminal procedures relative to the processing, retention, and disposal of evidence;
safety and security methods and practices involved in the handling and storage of firearms, weapons, narcotics, drugs, money, vehicles, and dangerous devices;
various forms used by the court system and their meanings;
department policies and procedures relating to property/evidence; and
modern supervision and evaluation methods and practices.

Ability to:

establish and maintain workstation files and performance appraisals;
train personnel in the proper method of operation in the area and assign work activities to meet established priorities and objectives;
identify and evaluate a wide variety of materials and equipment from visual inspection or verbal description;
plan, organize, track, and prepare property to be auctioned including verification of revenues and receipts reported to the City Auditor;
access computer applications to identify case reports; confirm case numbers; and identify individuals' criminal histories and warrants information, evidence inventory information such as item location and release status, and Court information such as case disposition status;
learn the City auction process including the preparation of items, authorization requirements, time requirements, and proper form completion;
forecast future facility, equipment, and personnel need; and prepare budgetary requests;
maintain records of operations and activities; and
establish and maintain effective working relationships with management, subordinates, other City employees, vendors, contractors, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-S/M

NIDA-None

RESP-None

JOB FCTN-ADM

PAY STEPS-A-G

PAY RANGE: 44

SH-None

CDL-None

IND-9410/100.0%

SWORN-No