

POLICE EVIDENCE AND SUPPLY SUPERVISORDEFINITION

Under general supervision, supervises and performs specialized and responsible support staff work in receiving and maintaining custody of evidence, contraband, found and recovered property, fixed assets and consumable products; conducts evidence and facility procedural audits; equipping police personnel and vehicles with necessary safety equipment; arranging for the repair of vehicles, equipment and facilities; coordinating fixed asset inventory, maintenance and modifications; administering the janitorial and uniform vendor contracts.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Supervises the strict security control of all incoming evidence and property acquired by the Police Department for safekeeping. Performs regular auditing of detailed records, money, weapons, contraband, narcotics, etc., and their associated procedures. May transport evidence to court and lab as required. Supervises the maintenance, repair or replacement of all safety equipment assigned to police vehicles and issued to police officers. Supervises and performs departmental storekeeping/loading dock functions including the requisition, receipt, storage, issuance and accounting of a wide range of consumable items and other materials and equipment; the preparation of reports and copies of evidentiary videos. Coordinates patrol vehicle maintenance and repairs, replacements and changeovers; the repair and/or remodeling of police department facilities including acting as liaison to contractors and coordination of the janitorial contract. Arranges for furniture moves within the department. Assists the manager in researching and developing policy and work procedures for the unit. Writes uniform specifications. Schedules, trains, monitors and evaluates subordinate employees. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

Incumbents supervise personnel performing responsible clerical, transportation and maintenance assignments and perform the more difficult and complex duties of the unit as "working" supervisor, all while maintaining strict security controls over evidence and property acquired by the Police Department. Incumbents will conduct precise internal auditing of policies and procedures to insure accountability of staff and all property, especially within the evidence section. Incumbents of this class are required to exercise scrupulous attention to detail and procedures and possess high moral integrity. Incumbents may work primarily in either the evidence or property sections performing the duties of their counterpart in a relief capacity only or they may be rotated between assignments depending upon the needs of the department.

MINIMUM BASIC QUALIFICATIONS

One year of lead or supervisory experience in inventory control and in the receipt, storage, issuance and accounting for materials, supplies and equipment, and considerable experience in the receipt, processing and custody of evidence or secret materials, or any equivalent combination of training and experience which provides the knowledge, skills and abilities listed below.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: supervisory principles and techniques; the organization and operation of a municipal police department and of departmental rules, regulations, policies and procedures relevant to the classification; the legally appropriate procedures pertaining to the custody and handling of varied forms of police evidence, including chain of possession records; storekeeping methods and practices; personal computers; customer service practices.

Ability to: train and evaluate subordinates and develop written work policies and procedures; develop and implement inventory control systems to ensure that evidence and supplies can be stored, located and retrieved easily; maintain records and prepare reports from records using basic arithmetic skills; operate a personal computer; conduct detailed and organized internal audits to insure the integrity of all evidence and assets; lift and move objects of moderate to heavy weight; maintain effective working relationships with other employees, staff, vendors and the public; maintain a calm and professional demeanor at all times.

SPECIAL REQUIREMENTS

Possession and retention of a valid California Class C Driver's license. Ability to work all shifts, including nights, holidays and weekends. Must pass a police background examination and a polygraph. Will be required to submit annual financial statements as a condition of employment.

DESIRABLE CHARACTERISTICS

Successful performers are detail-oriented and meticulous record keepers. They are able to organize and document unit procedures and motivate subordinate employees to assist police personnel by ensuring that supplies and vehicles are available and in good condition. They are also able to insure that evidence is stored in a legal and safe manner which protects its integrity. They are comfortable in a structured work environment, but recognize and readily adjust to rapidly changing priorities. Successful incumbents have excellent interpersonal skills and problem-solving abilities, display outstanding integrity, provide quality customer service to their subordinates, other city employees, and the public. These supervisors readily participate in the day-to-day operations of the unit when not performing supervisory functions.

Class title established per Council Resolution No. 2001-073,
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