

POLICE PROPERTY AND EVIDENCE SUPERVISORDEFINITION

Under general supervision, supervises and performs specialized and responsible support staff work in maintaining custody and control of evidence, found property and property held for safekeeping; equipping police personnel and vehicles with necessary gear such as safety equipment and uniforms; coordinating fixed asset inventory, maintenance and modifications and operating the general stores facility of the Police Department.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Supervises the receipt, security, and disposition of incoming evidence and property acquired by the Police Department for safekeeping and custody. May transport evidence to court. Supervises and performs departmental storekeeping functions including the requisition, receipt, storage, issuance and accounting of a wide range of consumable items and other materials and equipment including police uniforms. Coordinates patrol vehicle repairs, replacements and changeovers. Coordinates the repair and/or remodeling of police department facilities including acting as liaison to contractors. Arranges for furniture moves within the department. Writes uniform specifications. Assists the manager in researching developing policy and work procedures for the unit. Schedules, trains, monitors and evaluates subordinate employees.

DISTINGUISHING FEATURES OF THE CLASS

Incumbents supervise personnel performing responsible clerical assignments and perform the more difficult and complex duties of the unit as "working" supervisors. 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.

RECOMMENDED MINIMUM QUALIFICATIONS

Education equivalent to graduation from high school and one year of lead or supervisory experience in inventory control and 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 for the handling, transmission and disposal of varied forms of police evidence; storekeeping methods and practices including

computerized inventory control systems.

Ability to: train and evaluate subordinates and develop 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; lift and move objects of moderate to heavy weight and to maintain cooperative working relationships with co-workers, vendors and the public.

SPECIAL REQUIREMENTS

Possession and retention of a valid California Class C Drivers' License.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Appropriate individuals are able to organize unit procedures and motivate subordinate employees to assist police personnel by ensuring that supplies be readily and easily accessible and that evidence be stored in a manner, which protects its integrity. 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. 89-070,
effective 7-1-89

Class specification prepared and approved 12-89

Revised 5/94

Reviewed: 12/02

ADA approved: 12/02