



MARCH 2019
FLSA: NON-EXEMPT
Bargaining Unit: SU
JCN: 5928

SUPERVISING SHERIFF'S PROPERTY/EVIDENCE TECHNICIAN SUPERVISOR

DEFINITION & DISTINGUISHING CHARACTERISTICS

Definition

Under ~~supervision~~direction, plans, assigns, ~~directs~~supervises, reviews, and evaluates, ~~and participates in the work of an office property evidence technician staff and activities; provides direction and review of administrative support staff assigned to and coordinates activities between the Property Evidence property evidence section of and other divisions within the Sheriff's Office; performs complex tasks related to~~supervises the receipt, storage, and disposal of property and evidence; ~~prepares and maintains relevant records; performs related work as assigned.~~

Distinguishing Characteristics

~~This is the first full supervisory level in this series. The incumbent is responsible for providing training, work direction review and evaluation to staff in the Property Evidence section of the Sheriff's Office. The incumbent performs performs difficult, technical, complex or and specialized sheriff tasks; and performs related duties as assigned.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives direction from the Sheriff's Support Services Manager. Exercises general supervision over assigned property/evidence technician staff and administrative support staff.~~

CLASS CHARACTERISTICS

~~This is a non-sworn, full supervisory-level classification. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work relating of administrative support and technician staff, and performing the most difficult and responsible types of duties assigned to property and evidence. Successful performance these classes. Responsibilities include determining the appropriate processes for the most complex property evidence issues. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Senior Property Evidence Technician in that the latter is the working lead level.~~

EXAMPLES OF ESSENTIAL TYPICAL JOB FUNCTIONS (Illustrative Only)

- ~~□ > Assigns~~Plans, organizes, assigns, supervises, reviews, and directs the work of assigned property /evidence ~~technician~~technician and ~~other assigned~~administrative support staff.
- ~~□ Evaluates employee performance, counsels employees and effectively recommends initial disciplinary action and other personnel decision.~~
- ~~□ Participates in the hiring of assigned staff, recommending selection for management approval.~~

- ~~Organizes and assigns work, sets priorities~~ Selects, trains, motivates, and evaluates the work of Sheriff's Office personnel, provides direction or coordinates staff training, works with employees to correct deficiencies and implements discipline and termination procedures as required.
- ☐ ~~Schedules work and follows up to ensure coordination~~ authorizes leaves, ensuring the effective, efficient, and timely completion of assigned work.
- ☐ ~~Assists staff with the resolution of difficult situations related to the~~ all work and within the work group.
- ☐ ~~Performs a variety of difficult, complex, technical and/or specialized property evidence support work, which requires the exercise of independent judgment and the application of technical skills.~~
- ☐ ~~Coordinates and receives, stores, tracks, releases and/or disposes of property in accordance with appropriate laws, rules and regulations.~~
- Ensures safety precautions and follows proper procedures are followed with regard to properly handle items such as gun handling firearms and other weapons, chemical samples, blood, drugs, syringes, and other contaminated material.
- Monitors and evaluates chain of custody policies and procedures, the disposal or auction of unclaimed items, or items ordered destroyed by the court.
- Oversees and collaborates with the Sheriff's Office or related County personnel in coordinating the release of items for court, attorney or investigator viewing, outside testing, or release to owner.
- Reviews work for quality standards; develops and implements procedures to increase efficiency; develops, recommends, and implements improved operating procedures, forms, and work processes.
- Receives, reviews, and verifies receipt, storage, and disposal of property and evidence pertaining to property ownership; determines appropriate actions to be initiated based upon applicable laws and regulations.
- Directs and participates in the receipt, storage, and disposal of property and evidence; performs highly specialized and/or complex research as needed.
- Testifies in court regarding chain of custody and property records.
- Supervises and participates in the maintenance, preparation, and cataloging of detailed evidence and property inventory records, and the organization of the property file area.
- May develop, recommend, and implement improved operating procedures, forms, and work processes; compiles and assists in the administration of the annual budget.
- Monitors current laws, codes, regulations, and legal procedures as they pertain to property and evidence.
- Performs related duties as assigned

QUALIFICATIONS

Knowledge of:

- Principles, procedures, and practices pertaining to the safe handling of dangerous materials, controlled substances, and firearms; rules of evidence handling in search and seizure; and the identification, marking, preservation, and presentation of evidence.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to the property evidence section.
- Court procedures and operations.
- Principles, practices, procedures, and terminology used in law enforcement and corrections work.
- Principles, practices, and procedures of recordkeeping and inventory.

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Train others in proper and safe work procedures.
- Oversee the receipt, storage, and inventory of property and evidence.
- Inspect the work of others and maintain established quality control standards.
- Keep abreast of trends, technology, and requirements in law enforcement supervision and operations.
- Evaluate and develop improvements in property evidence operations, procedures, policies, or methods.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- ☐➤ Safely handle and care for firearms and other weapons, chemical samples, biological substances, blood, drugs, syringes, and other material to prevent injury, avoid contamination, and assure chain of custody.
- Makes recommendations Properly use various Personal Protective Safety Equipment.
- ☐➤ Present accurate court testimony concerning ~~changes in forms, procedures, and physical layout~~ evidential property.
- Develops Research, analyze, and ~~makes recommendations to modernize~~ evaluate disposition of inventoried property.
- ☐➤ Understand and improve operations follow oral and ~~procedures~~ written directions.
- ☐➤ Testifies in court regarding ~~chain of custody and property records.~~
- ☐➤ ~~Prepares detailed records of evidence inventory and maintains orderly appearance of property file area; catalogs and maintains continuous property inventory record.~~
- ☐➤ ~~Keeps current regarding~~ Understand, interpret, and apply all pertinent laws, codes, regulations, policies and legal procedures as they pertain to property, and evidence standards relevant to work performed.
- ~~Uses a variety of~~ Effectively represent the Sheriff's Office and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
 - ☐➤ ~~Effectively use~~ computer systems ~~to run criminal histories, check case dispositions, enter~~ serialized property, inquire on stolen items and update procedures.
 - ☐➤ ~~Maintains security of section, software applications, and key control.~~
- ☐➤ ~~Orders and issues safety~~ modern business equipment and departmental manuals to staff to perform a variety of work tasks.
- ~~Coordinates and confers with Sheriff's Department personnel and other agency personnel on~~

~~the release of items for court, attorney or investigator viewing, outside testing or release to owner.~~

- ~~➤ Assists with special projects related to the maintenance and handling of property~~Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- ~~➤ Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.~~
- ~~☐ Establish, maintain, and evidence.~~
- ~~☐ Attendance foster positive and punctuality that is observant of scheduled hours on a regular basis.~~
- ~~☐ Performs related work as assigned.~~

~~MINIMUM~~effective working relationships with those contacted in the**QUALIFICATIONS**

- ~~➤ Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.~~of work.

Education and Experience:

~~Experience: One year~~Any combination of lead level~~the required~~experience in performing complex technical tasks related to property evidence in a law enforcement environment that was, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to graduation from high school;

AND

Three (3) years of experience at a level equivalent to the County's class of ~~Sr.~~Sheriff's Property/Evidence Technician ~~OR three years of experience related to property evidence in a law enforcement environment at a level equivalent to the County's class of Property Evidence Technician. Relevant college course work in legal terminology, law enforcement, business or public administration.~~

College-level coursework is desirable.

Other Requirements:

~~Must possess a valid driver's license. Must be able to pass a detailed background investigation. Must be willing and able to handle firearms.~~

Knowledge of:

- ~~○ Supervisory principles and practices, including selection, work planning, evaluation, employee training and discipline.~~
- ~~○ Principles and methods of receiving, storing and inventorying property and evidence.~~
- ~~○ Basic safety requirements related to the handling of dangerous materials, controlled substance and firearms.~~
- ~~○ Laws, codes, regulations and procedures as they pertain to evidence handling.~~
- ~~○ Record keeping and inventory principles and practices.~~
- ~~○ Office practices and procedures, including the operation of standard office equipment.~~
- ~~○ Legal terminology related to assigned area.~~
- ~~○ Computer software, including word processing, spreadsheet, and database programs.~~

Skill in:

- ~~○ Receiving, storing and maintaining an inventory of property and evidence.~~
- ~~○ Filing and indexing a variety of property items.~~
- ~~○ Organizing and maintaining detailed and accurate records of inventory items.~~

- ~~○ Examining documents for completeness, sufficiency, and conformity.~~

Ability to:

- ~~○ Plan, assign, supervise, review and evaluate the work of assigned public safety dispatch staff.~~
- ~~○ Train others in work procedures.~~
- ~~○ Coordinate activities with a variety of personnel and agencies.~~
- ~~○ Present accurate court testimony concerning evidential property.~~
- ~~○ Exercise sound independent judgment within established procedural guidelines.~~
- ~~○ Interact effectively and courteously with the public and responding to a variety of public inquiries.~~
- ~~○ Keep current on changes in laws and procedures that relate to assigned area.~~
- ~~○ Establish and maintaining effective working relationships with those contacted in the course of the work.~~
- ~~○ Provide technical assistance related to specialty area.~~
- ~~○ Understand, interpreting, applying and explaining relevant laws, rules, regulations and procedures.~~

ENVIRONMENTAL CONDITIONS/Licenses and Certifications:

- Possession of a valid Driver's License and maintain a satisfactory driving record.

PHYSICAL DEMANDS

~~The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.~~

~~**Environment:** Secured office and storage room setting with some travel to transport evidence to laboratories and court; work in confined spaces; work at heights on ladders; exposure to hazards including biohazards such as body fluids and dust.~~

~~**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** sitting; fine finger dexterity of both hands.~~

~~Occasional standing, walking; wrist and arm motions and upward/downward flexion of neck, ability to grasp and hold. Infrequent climbing, running, jumping, reaching and bending; lifting, carrying or pushing objects that weigh up to 50 lbs. or more.~~

HISTORY

~~Created: NOV 2015 Must possess mobility to work in a warehouse environment with variation in temperature, including a computer, vision to read printed material and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. May be exposed to hazardous chemicals and infectious diseases during the identification and handling of evidence/property. Finger dexterity is needed to access, enter, and retrieve equipment from upper shelves, data using a computer keyboard, typewriter keyboard, or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, climb ladders, and pull drawers open and closed to retrieve file information. Employees must be willing and able to handle firearms and possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.~~

ENVIRONMENTAL CONDITIONS

~~Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical and biological substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing Sheriff's Office policies and procedures.~~

WORKING CONDITIONS

~~Must be willing to work evenings, weekends, and holidays. Must be able to pass a thorough background investigation. Must correctly wear and use Personal Protective Equipment.~~