

## **SUPERVISING PROPERTY/EVIDENCE TECHNICIAN**

### **DEFINITION & DISTINGUISHING CHARACTERISTICS**

#### **Definition**

Under supervision, plans, assigns, directs, reviews, evaluates, and participates in the work of an office support staff assigned to the Property Evidence section of the Sheriff's Office; performs complex tasks related to 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 difficult, technical, complex or specialized sheriff support work relating to property and evidence. Successful 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 FUNCTIONS (Illustrative Only)**

- Assigns, supervises, reviews and directs the work of assigned property evidence technicians and other assigned 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 and follows up to ensure coordination and completion of assigned work.
- Assists staff with the resolution of difficult situations related to the 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.
- Uses safety precautions and follows procedures to properly handle items such as guns, chemical samples, blood, drugs, syringes, and other material to prevent injury, avoid contamination, and assure chain of custody.
- Makes recommendations concerning changes in forms, procedures, and physical layout.
- Develops and makes recommendations to modernize and improve operations and procedures.
- 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 laws, codes, regulations, and legal procedures as they pertain to property and evidence.
- Uses a variety of computer systems to run criminal histories, check case dispositions, enter

serialized property, inquire on stolen items and update procedures.

- Maintains security of section and key control.
- Orders and issues safety equipment and departmental manuals to staff.
- 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 and evidence.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

### **MINIMUM 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.

#### **Education and Experience:**

**Experience:** One year of lead level experience in performing complex technical tasks related to property evidence in a law enforcement environment that was at a level equivalent to the County's class of Sr. 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 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/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