



SHERIFF'S PROPERTY/EVIDENCE TECHNICIAN SUPERVISOR

DEFINITION

Under direction, plans, assigns, supervises, reviews, and evaluates property evidence technician staff and activities; provides direction and review of administrative support staff and coordinates activities between the property evidence section and other divisions within the Sheriff's Office; supervises the receipt, storage, and disposal of property and evidence; performs difficult, technical, and specialized 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 of administrative support and technician staff, and performing the most difficult and responsible types of duties assigned to 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.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, organizes, assigns, supervises, reviews, and directs the work of assigned property/evidence technician and administrative support staff.
- 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 authorizes leaves, ensuring the effective, efficient, and timely completion of all work.
- Ensures safety precautions and proper procedures are followed with regard to 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.
- Properly use various Personal Protective Safety Equipment.
- Present accurate court testimony concerning evidential property.

- Research, analyze, and evaluate disposition of inventoried property.
- Understand and follow oral and written directions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- 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, software applications, and modern business equipment to perform a variety of work tasks.
- 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 foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, 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 Sheriff's Property/Evidence Technician.

College-level coursework is desirable.

Licenses and Certifications:

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

PHYSICAL DEMANDS

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.