



CLASSIFICATION NO. 124
Established: 10/16
FLSA: Non-Exempt
EEO: 3

PROPERTY AND EVIDENCE COORDINATOR

CLASS CHARACTERISTICS

Under direction, to plan, organize and coordinate the activities within the Sheriff's Office Property Room; to coordinate, receive, account for and distribute or properly dispose of all property and evidence coming under the jurisdiction and custody of the Sheriff's Office; to ensure proper maintenance of specialized or highly sensitive inventories; to train and lead the work of Property and Evidence Specialists; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Sheriff's Office patrols County roads and rivers, investigates crimes, conducts search and rescue operations, obtains, secures and processes evidence and confiscated property, and operates the County jail. The Sheriff's jurisdiction includes the unincorporated areas of the County and cities within the County which contract for law enforcement services.

The Property and Evidence Coordinator coordinates and performs all aspects of securing and processing property and evidence in accordance with applicable laws, rules and regulations. The incumbent handles and maintains specialized inventories of highly sensitive or hazardous items and coordinates proper destruction or transfer of items. This is a civilian classification that does not require full certification under the Department of Public Safety Standards and Training.

The Property and Evidence Coordinator differs from the Property and Evidence Room Supervisor which has full supervisory responsibilities and manages the overall activities of the Sheriff's Office Property Room. It also differs from the Property and Evidence Specialist, which does not have responsibility to coordinate and lead the work of staff.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Coordinates and oversees quality control of work performed and completed on assigned shift; serves as a lead to staff; assigns and balances workload; provides training, coaching and assistance to employees and corrects problems with work; makes training suggestions to the supervisor as needed; resolves problems and handles questions in the absence of the Property and Evidence Room Supervisor.
2. Receives, receipts, and maintains a secure inventory of evidence and personal property for various criminal cases and investigations; controls security and access to inventoried property and logs-out and maintains a formal accounting of evidence and property checked out on inventory; maintains separate specialized inventories for firearms and ammunition, vehicles and bicycles, cash and jewelry, bio-evidence, drugs, chemicals and biohazard

materials; employs specialized handling and storage procedures for hazardous materials; operates and maintains a computerized evidence and property control inventory system.

3. Determines whether released property is to be returned to owner, sold, destroyed or transferred; assists in the training of Property and Evidence Specialists and other law enforcement personnel entering the County system in the proper methods and techniques associated with property and evidence handling, control and storage; assists with the development of new property control policies and procedures; coordinates and schedules destruction of firearms and drugs, forfeiture transfers and property section inventory; performs and documents system audits of evidence and property.
4. Contacts owners and arranges for the return of released evidence and personal property; accesses property and law enforcement files to verify ownership or to determine an individual's criminal history status; as authorized, evaluates and oversees the destruction and disposal of evidence and property in accordance with applicable laws, rules and regulations; evaluates and arranges for the disposal of property and evidence items deemed to be of little or no value or a danger to public safety; maintains accurate records on all property transactions.
5. Transports and controls evidence and property to and from the Sheriff's Office property room, crime scenes, various locations of the Sheriff's Office, police crime labs and court as required; coordinates and oversees controlled 'viewings' of evidence and property by members of law enforcement, attorneys and other investigators; testifies in court as to the preservation of the chain of evidence.
6. Reviews, completes and maintains a variety of reports, documents, records, and databases required in the retrieval, storage and tracking of evidence and property; evaluates and oversees the organization of released property to be sold by public auction; researches and recommends sales and auction alternatives; coordinates and oversees public auctions to ensure proper organization and documentation procedures are followed; prepares and processes sales documentation through formal approval and closure processes.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Rules, laws and regulations related to property and evidence control, inventory security, property sale and destruction; reception, packaging and storage of property or evidence; preservation and safe handling of evidence, including drugs, vehicles, ammunition, firearms and other weapons; advanced safety procedures and guidelines including proper handling of hazardous materials and other health-risk evidence; law enforcement inventory and record keeping procedures, requirements and equipment, including personal computers and software programs; effective customer service techniques; efficient storage and layout of an evidence storage facility; safe lifting and carrying techniques; basic arithmetic and math principles; English grammar, spelling and usage; basic principles and practices of personnel supervision, lead work and training; general concepts and techniques of prioritizing, organizing work and time management..

Skill to: Maintain accurate chain-of-custody inventory records, files, indexes; maintain an organized, efficient storage layout of a property room; perform arithmetic computations; safely lift moderately heavy objects; operate computerized law enforcement and inventory control software systems; deal effectively with events and circumstances surrounding traumatic occurrences; safely operate vehicles and various tools and equipment related to the handling of

property and evidence; learn and apply departmental rules and policies; communicate effectively, both orally and in writing; establish and maintain effective working relationships with employees, the public, sworn law enforcement officers, and others in the criminal justice field; follow oral and written procedures; train and lead the work of employees.

WORKING CONDITIONS

Duties require standing, squatting, kneeling, bending, balancing, grasping, reaching overhead with 10 pounds in each hand, climbing, stepping, and the ability to lift and carry up to 50 pounds, push/pull 50 pounds of awkward size and shape. Duties also involve exposure to moving traffic, slippery and/or uneven surfaces, and inclement weather.

May require on-call availability beyond assigned shifts.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal regulations.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 11/16