



CLASSIFICATION NO. 117  
Established: 3/07  
FLSA: Exempt  
EEO: 3

## **PROPERTY AND EVIDENCE ROOM SUPERVISOR**

### **CLASS CHARACTERISTICS**

Under direction, to plan, prioritize, assign, supervise and evaluate the work of staff responsible for the Property Room; to direct and supervise the security, control and maintenance of evidence and property; 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 Room Supervisor manages the day to day activities of the Sheriff's Office Property Room staff and operations in accordance with law enforcement and case law. This includes the analysis, identification, case control and accounting of all received property and evidence, plus the recordkeeping and chain of custody. The incumbent oversees the distribution of property to its owners or other disposition, preparation of items for court and/or auction and may need to testify in court.

The Property and Evidence Room Supervisor differs from the Property Room Specialists, which receive, account for, coordinate and distribute or properly dispose of all property and evidence coming under the jurisdiction and custody of the Sheriff's Office and to maintain chain-of-evidence.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Evaluates and monitors property room operations; oversees the maintenance of the property facility and equipment within; monitors safety and security of the property room and staff; recommends improvements to operations; ensures compliance with applicable Federal, State and Local laws and ordinances.
2. Provides direct supervision and participates in the selection of staff; prioritizes and assigns work to staff; works with and trains employees to correct deficiencies; resolves procedural and work related problems; provides or coordinates staff training; evaluates performance; administers progressive discipline; assists the staff in the performance of their duties.
3. Responsible for determining the authority to release, destroy or retain evidence items; coordinates and verifies the destruction of evidence once authority to destroy is determined; coordinates and verifies items; assists in the preparation of items for auction.

4. Routinely performs inspections and audits, including unscheduled inspections and audits of evidence, property and record keeping; maintains accurate records and prepares report of monthly activities in the property room; participates in budget preparation and administration; prepares budget recommends with cost estimates and justification; monitors and controls expenditures.
5. Recommends and assists in the implementation of goals and objectives; establishes schedules, procedures and changes in policies and procedures for property room activities; implements and ensures compliance with policies and procedures including annual review and revision of policies and procedures affecting the property room.
6. Responds to and resolves inquires, requests and complaints from community citizens; provides internal and external customer service.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Methods of control, chain-of-evidence, proper evidence handling and law enforcement inventory and record keeping procedures; applicable federal, state, local criminal and civil laws, codes and regulations; police and court systems, police filing systems, inventory systems, data storage and retrieval systems; criminal procedures relative to the processing, retention and disposal of evidence; safety and security methods and practices involved in the handling of storage of firearms, weapons, narcotics, drugs, money, vehicles and dangerous devices.

Working knowledge of: Principles of and techniques of supervision; basic math.

Skill to: Plan, supervise, train, discipline, organize, coordinate and evaluate the work of assigned staff; develop staff in continuous effort to improve quality, productivity and effectiveness; incorporate team participation in decision making; arrange training programs and services; effective customer service techniques; establish and maintain effective working relationships with management, staff, County personnel, state and county law enforcement, service contractors, and other agencies and citizens; communicate effectively, both orally and in writing; prepare written documents, letters and policies and procedures using correct structure and grammar; perform arithmetic computations; work with word processing and data entry software; maintain records of operations, automated inventories and activities on personal computer and ability to learn new software programs as required.

### **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.

### **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 six (6) 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