

EVIDENCE SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: An Evidence Supervisor is responsible for planning, organizing, managing, and evaluating the functions and staff within the Evidence and Supply Unit of the Police Department. Duties include: preparing and reviewing performance evaluations; working with employees to recognize job performance issues and correct deficiencies; taking disciplinary action and conducting/assisting with Internal affairs investigations; coordinating the recruitments and hiring of staff; planning and directing training programs for employees; and evaluating, developing, and implementing policies, procedures, and practices for the Evidence and Supply Unit. A major function of the Evidence Supervisor is to safeguard and maintain the integrity of all police evidence/property in accordance with state laws, City Ordinances, and departmental policies and procedures. This class is responsible for directing inventory/warehousing functions such as: utilizing a computerized inventory management system; utilizing state of the art inventory storage techniques; monitoring and managing inventory levels; and coordinating the transfer, release, and disposal of evidence. An Evidence Supervisor is responsible for directly supervising Senior Evidence Technicians, administrative support staff, volunteers, and other personnel assigned to the Evidence and Supply Section Unit. In addition to performing supervisory duties, an Evidence Supervisor is responsible for preparing and implementing the budget for the Evidence and Supply Unit; forecasting the need for additional staffing, equipment, and materials; monitoring and controlling expenditures; developing and evaluating recommendations for changes in policies, procedures, and practices through proposals and/or reports; and coordinating and ensuring the accreditation standards are met. The incumbent also performs quality control checks; performs audits of the evidence inventory using a computerized bar-coding system; utilizes documentation from Business Services to coordinate the disposal of property; coordinates, oversees, and verifies the destruction of weapons, narcotics, and other contraband; coordinates and oversees the processing of court dispositions and requests for dispositions on evidence; and coordinates all training for unit members. This class is responsible for performing related duties as required.

Distinguishing Features: The Evidence Supervisor is a civilian supervisor over civilian and sworn employees in the Evidence and Supply Unit. An employee in this class is expected to exercise considerable initiative and independence in managing the overall day-to-day activities of the Evidence and Supply Unit. An employee in this class represents the department on committees, task forces, and intergovernmental projects. General supervision is received from a Police Commander or civilian administrative manager who reviews work while in progress, through meetings, and by overall results achieved. An incumbent is issued a city cell phone for phone inquiries and is subject to scheduled and/or emergency call out. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, or experience equivalent to graduation from an accredited college or university with an Associate's Degree. Extensive (5+ years) experience in the handling, receiving, storing, and disposal of police property/evidence, inventory

control, and materials management including one year of lead or supervisory experience within a police property/evidence area. Certification as a Certified Property and Evidence Specialist by the International Association of Property and Evidence (IAPE) may substitute for two years of experience.

Special Requirements. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation is required. Must possess a valid Class D Arizona Driver's License by hire or promotion date. Certification by the Arizona Department of Public Safety (DPS) in the operation of the Arizona Criminal Justice Information System (ACJIS) Network is desirable and will be required within 180 days of hire date. Must obtain a City of Mesa Forklift Operators certification within three months of hire or promotion date.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment/pre-placement and random alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Certification as a Certified Property and Evidence Specialist by the International Association of Property and Evidence (IAPE) is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the public, other City employees, management, other agency personnel, attorneys, public officials, officers of the court, vendors, and contractors in order to oversee the activities of the Evidence and Supply Unit. Communicates with employees regarding their performance. Conducts staff meetings. Prepares written documents including performance evaluations, departmental reports, memos, budget proposals, policies, procedures, IGAs, and MOUs with clearly organized thoughts using proper sentence construction, punctuation, and grammar. Instructs and trains subordinates and Police Recruit classes in a classroom setting regarding the proper handling and packaging of evidence.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures, state laws, and departmental policies regarding the handling of evidence and supplies. Inspects evidence submitted to ensure proper packaging and compliance with prescribed operating and safety standards. Tags, marks, packages, and stores property and evidence received. Works with evidence contaminated with body fluids, chemicals, pesticides, paints, insecticides, flammables, and explosives using normal protective equipment to properly handle and destroy evidence. Prepares impounded property for distribution and or auction as authorized. Destroys impounded property as required by law or policy. Operates a forklift to move property and evidence as well as a motor vehicle requiring a valid Class D Arizona Driver's License to pick up evidence at substations which may involve working in a variety of weather conditions. Works at heights of ten feet or more to store and retrieve property and evidence. Enters data into a computer to create a database for evidence tracking and to perform criminal histories before returning claimed items. Sorts and files property records. Performs physical inventories of evidence including large sums of money. Moves items that weigh up to 75 pounds for distances up to 150 feet in order to store items and return property to owners. Works in small, cramped areas, and reaches property, evidence, and supplies at elevated levels in order to store and/or retrieve items.

Mental: Supervises and evaluates the work of personnel responsible for receiving and storing evidence. Prioritizes and assigns work to subordinate personnel. Resolves procedural, operational, and other work-related problems. Coordinates or assists in coordinating various programs with various departments personnel. Develops and revises standard operating procedures and methods of examination for the Evidence and Supply Unit. Prepares budget proposals for the area of responsibility. Coordinates work activities and program functions with other divisions, City departments, and outside law enforcement agencies. Conducts research and analyzes data, as required, to submit detailed reports to management and other entities. Performs mathematical and statistical computations and financial/cost analysis. Comprehends and makes inferences from written material including the Police Department's Policy Manual. Learns job-related material through on-the-job training and new job developments regarding the proper handling and storage of evidence. Maintains accurate records of weekly and monthly activities in the Evidence and Supply Unit. Maintains an accurate accounting of police evidence/property received and provides reports as requested. Determines when items should not be released to individuals. Reviews case records to determine disposition of accumulated evidence. Comprehends and makes inferences from written material including impound records and police reports to account for evidence as it is received or destroyed.

Knowledge and Abilities:

Knowledge of:

the principles, practices, and methods of warehousing, inventory control, material handling, storage, recordkeeping, and property accounting;
applicable federal, state, and local criminal and civil laws, codes, and regulations;
police, court systems, and criminal procedures relative to the processing, retention, and disposal of evidence;
safety and security methods and practices involved in the handling and storage of firearms, weapons, narcotics, drugs, money, vehicles, and dangerous devices;
various forms used by the court system and their meanings;
department policies and procedures relating to property/evidence;
modern supervision and evaluation methods and practices; and
forecasting and budgeting for supply and demand.

Ability to:

establish and maintain workstation files and performance appraisals;
train personnel in the proper method of operation in the area and assign work activities to meet established priorities and objectives;
identify and evaluate a wide variety of materials and equipment from visual inspection or verbal description;
access computer applications to identify case reports; confirm case numbers; and identify individuals' criminal histories and warrants information, evidence inventory information such as item location and release status, and Court information such as case disposition status;
learn the City auction process including the preparation of items, authorization requirements, time requirements, and proper form completion;
forecast future facility, equipment, and personnel need; and prepare budgetary requests;

maintain records of operations and activities; and
establish and maintain effective working relationships with management, subordinates, other City employees, vendors, contractors, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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TR/js/ah

CS4380.DOCX

EEO-S/M

JOB FCTN-ADM

Non-DOT Safety and Security-Y

CDL-N

RESP-N

PAY GRADE: 51

IND-7720

SWORN-No

Non-DOT Random-Y

DOT-N

INCREMENTS 54-200