CLASS SPECIFICATION
Police Evidence and Property Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes, and manages staff engaged in maintaining the security and the chain of custody for property and evidence for the Police Bureau, including handling of hazardous and contaminated evidence. The incumbent also manages the surplus property program for the Police Bureau, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Through subordinate supervisors, this single-incumbent class has overall responsibility for planning, organizing, directing and evaluating the Police Bureau's Property and Evidence Division which includes asset forfeitures, and property handling, vehicles and other forms of evidence. The work of this class is complex and involves significant accountability for ensuring the Property and Evidence Division's activities are carried out in compliance with federal and state laws, City ordinances and regulations, as well as bureau general orders, policies and regulations.

The Police Evidence and Property Manager is distinguished from Evidence Control Supervisor by the incumbent's overall program management and full scope of supervision responsibilities.

The Police Evidence and Property Manager is distinguished from other program/project management positions due to its specialization in managing a police property and evidence control program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the Police Property and Evidence Division; with subordinate supervisors, develops, implements and monitors work plans to achieve division mission, goals and performance measures; directs the development of and monitors performance against the division's annual budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.

2. Plans, organizes, directs and evaluates the performance of subordinate supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to

address performance deficiencies, in accordance with City Charter, Code, human resources administrative rules and labor contract agreements.

3. Provides leadership and works with supervisors and staff to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Plans, organizes and directs the bureau's centralized property and evidence functions in compliance with state and federal laws and bureau procedures and guidelines; oversees the quality control and safety programs; reviews donation and surplus property requests; supervises the preparation of records of articles and valuables received and conducts inventory checks**.** Oversees security contracts and works to ensure security of storage area

5. Represents the bureau with other law enforcement agencies, the media and the public in matters pertaining to the Property and Evidence Division's programs and activities.

6. Develops, recommends and manages program budgets.

7. Develops, recommends and implements processes, policies and procedures to improve division and bureau efficiency, safety, security and cost effectiveness.

8. Directs the investigation and resolution of complaints regarding the division's activities and/or decisions regarding the handling of property and evidence retained by the bureau.

9. Performs legislative and policy analyses of complex issues with potentially significant impact on division operations; formulates approaches and courses of action to address issues identified.

10. Directs the division's training program; monitors and evaluates the training of new employees.

11. Plans and directs the performance of regular auditing of detailed records, money, weapons, contraband, narcotics, etc., and their associated procedures.

OTHER DUTIES

1. Conducts training on property and evidence handling procedures and other related topics for the Police Bureau and other entities.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Advanced principles, methods, procedures and practices pertaining to preservation, storage, transfer and disposition of property and evidence.

2. Principles of inventory and warehousing including computerized warehousing information systems.

3. Proper handling of chemical and biological hazards and firearms.

4. Information and trends in the field of police evidence and property control management.
5. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
6. Principles and practices of public administration, including budgeting, purchasing, and maintaining public records.
7. Safety regulations, safe work practices and safety equipment related to the work.
8. Research and analysis methods and techniques.
9. Principles and practices of human resource management and supervision.
10. Effective community and public relations methods and practices.
11. Principles and practices of sound business communications and customer service.
12. Principles and practices of forms creation directed toward complex data collection and reporting.
13. Research, current trends and technology utilized in the collection, compilation and extraction of data and statistics.
14. Principles, practices and methods of budget development and management.
15. Principles, practices and techniques of program/project planning and management.

Ability to:

1. Plan, organize, manage and direct a large, comprehensive police property and evidence function encompassing a variety of work programs and functions.
2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
3. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
4. Understand, interpret, explain and apply City ordinances, state and federal laws, policies, regulations and court decisions applicable to areas of responsibility.
5. Prepare clear, concise and comprehensive reports, correspondence, studies and other written materials.
6. Exercise sound, expert, independent judgment within general policy guidelines.
7. Operate a variety of computers, standard business software and a wide range of office equipment.
8. Present information clearly, logically and persuasively in a wide variety of settings.
9. Communicate effectively both orally and in writing.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

11. Establish and maintain effective relationships with elected officials, all levels of City executives, members of other governmental agencies, community and business organizations, employees, the public and others encountered in the course of work.
12. Represent the City and bureau effectively on a variety of issues.
13. Apply tact, diplomacy, creativity and flexibility in problem solving complex, confidential and/or sensitive issues, problems and situations.
14. Understand, interpret and respond to internal and external customer needs and expectations.
15. Ensure the maintenance of all required files, records and documentation.
16. Establish and maintain effective working relationships with bureau managers and staff, staff of other bureaus, members of other agencies, elected officials, the public, media representatives and others encountered in the course of work.
17. Maintain confidentiality at the highest level.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a college or university with a degree in public administration, administration of justice, records management or a related field; and five years of progressively responsible experience in police property and evidence management, at least two of which were in a supervisory capacity; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PPDS and LEDS Certification (within three (3) months of hire).

International Association of Property Evidence membership desired.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-07

June 2009 - Change Job Class number from 7929 to 30000833, due to system change.