

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PROPERTY AND EVIDENCE SUPERVISOR

DEFINITION:

Under direction, to supervise the activities of Police Department property and evidence storerooms or storage facilities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises subordinates at Police Headquarters and Area Commands engaged in the receipt, storage, and safekeeping of found property, evidence, and supplies, and in maintaining manual and computer records documenting these activities;
- Develops evidentiary tracking and record keeping procedures; determines disposition of evidentiary and found property;
- Assists in organizing auctions;
- Assists in preparing budget estimates of supplies and equipment needed;
- Prepares special and periodic reports;
- Supervises adherence to safety rules and regulations pertaining to storeroom;
- Testifies in court concerning chain of custody records;
- Supervises Gun Desk employee responsible for the release of confiscated weapons;
- Assists in selecting, and trains and evaluates the work of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Three years of experience receiving, securing, storing, and releasing property and evidence in the property room of a law enforcement agency or department; **OR** two years of experience as a Police Property and Evidence Clerk with the City of San Diego. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.