

July 1, 1999

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

### **SENIOR PROPERTY AND EVIDENCE SUPERVISOR**

#### **DEFINITION:**

Under direction, to plan, organize and direct the property and evidence operations of the Police Department, and to perform related work.

#### **\* EXAMPLES OF DUTIES:**

- Plans, directs, and supervises, directly and through subordinate supervisors, the receipt, storage, safekeeping and disposition of all found property and evidence;
- Coordinates the development and maintenance of manual and computer records;
- Determines disposition of evidentiary and found property and surplus materials;
- Arranges and conducts auctions;
- Inspects and reviews the activities of several storage facilities;
- Testifies in court regarding chain of custody on evidentiary items;
- Prepares budget estimates for supplies, equipment and staff;
- Writes reports, policies and procedures;
- Provides information to the media;
- Confers with and provides assistance and advice to department management and other law enforcement agency representatives on police property and evidence issues;
- Selects, trains and evaluates the work performance 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.

Four years of experience receiving, securing, storing, and releasing property and evidence in the property room of a law enforcement agency or department, **AND** one year general supervisory experience. 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.