

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

POLICE PROPERTY AND EVIDENCE LEAD SPECIALIST - 1911

DEFINITION:

Under general direction, to lead, train and participate in the work of Police Property and Evidence Specialists performing property and evidence work in the Police Property Room or Police Narcotics Vault; to perform special projects and assignments; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Police Property and Evidence Specialist class in that Police Property and Evidence Lead Specialist positions are assigned lead duties which may include the responsibility of assigning work; identifying property for disposal; determining the appropriate disposition for property authorized for disposal; EvidenceOnQ request monitor management; and training subordinates. This class is distinguished from the Police Property and Evidence Supervisor class in that the latter class serves as a first-level supervisor over Police Property and Evidence Specialists and Police Property and Evidence Lead Specialists.

*** EXAMPLES OF DUTIES:**

- Releases property to be used as evidence or to be returned to rightful owners in accordance with department policy;
- Utilizes computer systems to enter and maintain records and retrieve data;
- Leads the work of Police Property and Evidence Specialists and subordinates in the receipt, storage, safekeeping and disposition of all found property and evidence;
- Performs and leads special projects;
- Assists with managing emergency call-back situations requiring 24-hour access to the property room and gun desk;
- Maintains chain of custody records of evidence and may testify in court concerning chain of custody records;
- Determines appropriate methods of storage;
- Identifies property for disposal and coordinates the disposal of hazardous materials and the destruction of weapons or illicit drugs and other materials;
- Performs request monitor duties in EvidenceOnQ and manages the request monitor to include changing retention codes on items authorized for disposal and reviewing and correcting errors;
- Determines the appropriate disposition and makes decisions for impound disposals;
- Stores and issues department weapons;
- Runs computer checks on evidence and found property to determine if stolen or wanted in conjunction with another case;
- Processes and ships requests for property to other agencies;

* **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.

- Arranges and conducts auctions;
- Coordinates the public and employee counters;
- Assists with public records act requests and urgent citizen requests regarding the return of property;
- Assists with scheduling;
- Serves as a backup floor supervisor;
- Monitors property and evidence rooms located throughout the City.

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.

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