

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

POLICE PROPERTY AND EVIDENCE SUPERVISOR - 1900

NOTE: formerly 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;
- Interprets laws and policies which are applicable to the storage, safekeeping and release of impounded property and evidence;
- Supervises adherence to safety rules and regulations pertaining to storeroom;
- Testifies in court concerning chain of custody records;
- Supervises Gun Desk staff responsible for the release of confiscated weapons;
- Assists in selecting, and trains and evaluates the work of subordinates;
- Utilizes computer systems to enter and maintain records and retrieve data.

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.

Two years of full-time experience as a Police Property and Evidence Specialist with the City of San Diego; **OR** one year of full-time experience as a Police Property and Evidence Lead Specialist with the City of San Diego; **OR** three 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.

- * **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.