

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**SENIOR POLICE PROPERTY AND EVIDENCE SUPERVISOR - 1904**

NOTE: formerly 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, coordinates, 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 Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Four years of experience receiving, securing, storing, and releasing property and evidence in the property room of a law enforcement agency or department, which must include one year of qualifying supervisory experience.

**\* 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.