

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Evidence and Property Supervisor	Job Code: 4237
Date: December 12, 2017	EEO Code: AS
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This administrative and supervisory position oversees the functional and technical operations of the City evidence and property rooms in the Police Department.

CLASSIFICATION STANDARDS: The position allocated to this classification is responsible to a Police Lieutenant and performs all duties under general direction. This work is distinguished from lower-level technician positions by its higher level of expertise and supervisory responsibilities.

ESSENTIAL DUTIES: Oversee the collection, storage, disbursement, and lawful disposal of all evidence room items; ensure chain of custody protocols and practices are consistent with applicable laws, regulations, and department policy; oversee security and integrity of the evidence room; conduct periodic audits of inventory; provide technical guidance and training to evidence room staff, police officers, and other department personnel on evidence collection and booking procedures; ensure all evidence is properly documented and entered into applicable computer systems; ensure accuracy of all reports; testify in court when subpoenaed; develop, recommend, analyze, and ensure implementation of evidence policies and procedures; oversee daily activities and staff of the Quartermaster function; oversee procurement, storage, disbursement, and disposal of department equipment; maintain accurate inventory of all department equipment and uniforms; direct the purchase of equipment and uniforms; issue property to department personnel in accordance with established rules and regulations; ensure accuracy of property records.

Supervise plan, and coordinate the work of assigned personnel including scheduling workload; inspect work of assigned staff and ensure work is completed accurately and efficiently; resolve issues, conflicts, and technical concerns as they arise; conduct performance evaluations and enact rewards and discipline as needed; identify, evaluate, hold and lead staff meetings; assist with creation of annual budget for assigned areas; oversee the Crossing Guard program, including responsibility to ensure coverage for shifts is maintained; perform other related duties as required.

MINIMUM REQUIREMENTS: High school diploma or equivalent and four (4) years of experience with evidence management, inventory management, or similar duties **OR** an equivalent combination of education/experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience]. Direct experience in a Police evidence unit strongly preferred and demonstrated ability to type 40 WPM preferred.

License(s)/Certificate(s): A valid, lawful Driver's License is required. Successful completion of an evidence management course sponsored by the FBI, IAPE, POST, or other recognized agency is required.

SELECTION FACTORS: *Knowledge of* related laws, codes, rules, and regulations governing the functions of the position; standard procedures for the collection, storage, cataloging,

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disbursement, and disposal of Police evidence; the operations, functions, and terminology common to personal property management; policies and procedures established for the work system; basic English composition, spelling, and grammar. **Skill in:** maintaining complex collection, storage, cataloging, disbursement, and disposal systems; preparing concise, accurate and informative reports; demonstrating a high level of commitment to the principles of positive customer service; organizing assigned work and developing effective work methods; practicing trust-building behaviors. **Ability to:** quickly and accurately perform work; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both verbally and in writing; exercise independent judgment while evaluating situations and in making determinations; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; review the work of subordinates and provide advice and assistance on work improvements; design program objectives.

TOOLS AND EQUIPMENT USED: Computer, basic word processing and spreadsheet programs, online search engines and databases, computerized inventory tracking systems, telephone, police radio, handheld computers and/or scanners, other job-related equipment as needed.

PHYSICAL DEMANDS: Requires physical dexterity including walking, standing, stooping, reaching, climbing, crawling, bending, lifting up to 50 lbs., and otherwise moving in and around department equipment. Requires sitting at a desk, table, or computer for long time periods while maintaining concentrated attention to detail.

ENVIRONMENTAL FACTORS: Work is primarily performed in a climate-controlled environment with occasional exposure to chemicals and unpleasant elements such as drugs, bloody or otherwise soiled items, and crime scenes. Work is occasionally performed outdoors and includes exposure to inclement weather and high stress situations.

RF.

Department Director

12-3-2017

Date



Mayor/Chief Administrative Officer

12/12/17

Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier version.