

## **PROPERTY & EVIDENCE SPECIALIST**

### **SUMMARY/PURPOSE**

Under general direction, plan, direct, organize, and lead the day-to-day activities and personnel of the property and evidence unit. This includes related digital technology areas in support of the Police Department's priorities and directives.

### **DISTINGUISHING FEATURES OF THE CLASS**

This is a non-sworn leadworker classification within the Police Department, which receives general direction from the Major Crimes Lieutenant, Administrative Lieutenant, or Police Records & Technology Manager. Incumbents exercise direct supervision over non-sworn professional technical staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)**

1. Determine priorities, assign work to personnel, and coordinate schedules to ensure completion of work.
2. Assist in the hire, transfer, suspension or discharge of assigned personnel.
3. Establish work standards and evaluate the work of employees.
4. Train personnel in correct and safe operating procedures.
5. Monitor worksite to ensure compliance with established methods, guidelines, standards, and procedures related to law enforcement property and evidence management.
6. Lead, plan, prioritize, assign, review, and coordinate the day-to-day activities including managing the maintenance, retrieval, protection, retention, and destruction of all police property and evidence.
7. Establish schedules and methods for providing property and evidence management services by identifying resource needs, reviewing needs, and allocating resources accordingly.
8. Lead police property and evidence preparation, processing and file management activities.
9. Maintain security and protection of police property and evidence according to mandated requirements and department policies.
10. Participate in the development of property and evidence related goals, objectives, policies, and procedures.
11. Participate in the implementation of approved policies and procedures and monitor work activities to ensure compliance with established policies and procedures.
12. Develop, administer, and conduct training programs in property and evidence keeping, office procedures, and forms-processing for Police Department personnel.
13. Serve as a liaison to other law enforcement agencies with regard to property and evidence related inquiries.
14. Compile statistical data, or lead such activities and prepare routine reports, annual inventory of property and evidence rooms, and bi-annual property and evidence audits with assigned Lieutenant or Manager.
15. Participate in the preparation and administration of the assigned program budget as well as submit budget recommendations and monitor expenditures.
16. Review and keep in compliance with law and best practices all policies and procedures applicable to Property and Evidence. Accept legal liability for the release of police property and evidence.
17. Handle all department related forfeitures in accordance with department policy, procedure, local, state, and federal laws.
18. Conduct semi-annual audits and an annual inventory of all evidence and property.
19. Perform related duties as requested.

### **JOB REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. Three (3) years of verifiable experience working in a police department with responsibility for the preservation and custody of evidence, property record keeping, and inventory maintenance; OR
  - B. Four (4) years of verifiable warehouse management and supervisory experience to include shipping, receiving, inventory and audits, and direct supervision of personnel.
2. License Requirements
  - A. Possession of a valid Minnesota driver's license.
  - B. Property and Evidence Specialist certification through IAPE preferred.
  - C. Acquire and maintain Portal/NCIC certification within 30 days of hire.
3. Knowledge Requirements
  - A. Knowledge of effective supervisory practices.
  - B. Knowledge of principles of public and police administration, organization, budgeting and personnel management.
  - C. Knowledge of principles and practices of management, training, personnel administration and evaluation.
  - D. Knowledge of functions and relationships within the criminal justice system, including courts and law enforcement agencies.
  - E. Knowledge of business computer application software, office methods, and other technical programs to monitor and maintain the security of police property and evidence.
  - F. Knowledge of principles and practices of Customer Service.
  - G. Basic principles and practices of municipal budget preparation and administration.
  - H. Knowledge of proper methods and procedures for receiving and storing evidence and property.
  - I. Knowledge of proper handling of weapons and biohazard materials.
  - J. Knowledge of law enforcement record keeping procedures and requirements as related to evidence and property management.
4. Skill Requirements
  - A. Skill in planning, assigning, supervising, and evaluating the work of assigned support personnel.
  - B. Skill in analyzing complex technical and administrative problems, evaluating alternative solutions, recommending and implementing effective courses of action.
  - C. Skill with interpersonal relations and customer service.
  - D. Skill in communicating effectively and clearly, both orally and in writing.
  - E. Skill in interpreting and applying federal, state, and local policies, procedures, laws, and regulations.
  - F. Skill in the use of computers and application software.
  - G. Skill in utilizing discretion in the handling and disclosure of confidential information.
  - H. Skill in organizing and setting priorities for a variety of projects and tasks in an effective and efficient manner to ensure meeting of deadlines.
5. Ability Requirements
  - A. Ability to effectively lead, develop, and supervise professional and technical staff.
  - B. Ability to prepare succinct, coherent and technically accurate reports and analyses.
  - C. Ability to deal effectively and tactfully with other professionals, elected officials, other agencies, and the general public.
  - D. Ability to exercise sound independent judgment within established guidelines.
  - E. Ability to assist in the development of innovative municipal law enforcement practices.

- F. Ability to lead other workers, assign work, give instructions, and evaluate the quality of work completed.
  - G. Ability to understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
  - H. Ability to apply applicable codes and regulations to property and evidence management.
  - I. Ability to work cooperatively with other departments, City officials, and outside agencies.
  - J. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
6. Physical Ability Requirements
- A. Ability to walk, stand, stoop, stretch, reach overhead and under confined spaces to retrieve evidence and property.
  - B. Ability to lift and carry a variety of items weighing up to 50 pounds, including supplies, equipment, and packaged evidence that can include large and bulky items.
  - C. Ability to lift and carry other items weighing up to 100 pounds.
  - D. Ability to climb ladders.
  - E. Ability to talk and hear to exchange information.
  - F. Ability to work overtime on occasion.
  - G. Fine dexterity to operate computers and other office equipment.
  - H. Exposure to hazardous waste, chemicals, narcotics, dangerous drugs and blood borne pathogens are likely.
  - I. Ability to work indoors and outside in varying environmental conditions.
  - J. Ability to attend work on a regular basis.

HR:	Union: Basic	EEOC: Technician	CSB:	Class No: 1829
WC: 7720	Pay: 29	EEOF: Police Protection	CC:	Resolution: