

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**POLICE PROPERTY ROOM MANAGER**

**DEFINITION**

Under general direction, plans, organizes, and manages staff engaged in the effective storage, maintenance, and chain of custody for property and evidence for the Police Department while maintaining the evidence integrity throughout the judicial process, including handling of hazardous and contaminated evidence, and performs related work as required.

***Applicants for this position must be able to pass a comprehensive background investigation including polygraph and fingerprinting.***

**EXAMPLES OF DUTIES**

Plans, organizes, controls, integrates and evaluates the work of the Police Property and Evidence unit, including the off-site storage for all cold case files. Develops, implements and monitors work plans to achieve performance goals and assigned projects. Directs the receipt, storage and safeguarding of all evidence and property (both found and committed to the department for safekeeping), which involves physical strength, stamina and agility to move and process property and evidence items. Protects the chain of custody and ensure all property is returned to its rightful owner in the manner and condition in which it was received, thereby avoiding all claims against the City. Provides justifications and consults with other division and command staff to anticipate needs in staffing, equipment and related departmental supplies. Analyzes appropriate state and local codes and ordinances and establishes or revises policies and procedures to insure the legal release, disposal and destruction of property. Trains employees in following the procedures and protocols to insure that the procedures are followed to minimize the City's liability exposure. Provides leadership and works with staff to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the department and the City's objectives. Provides leadership and encourages participation in programs and activities designed to promote workplace diversity and positive employee relations.

Manages the consolidation and storage of all cold case files at an off-site location within the City in preparation for off-site, long-term storage. Supervises the annual unit inventory and accounting of all property and evidence. Provides ongoing training to police recruits with regard to all aspects of packaging and submission of property and evidence. Prepares all required permit applications for the disposal of hazardous materials and requests the appropriate judicial

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approvals for the disposal of narcotics and firearm evidence in accordance with the law. Investigates complaints and provides recommendation for resolution to command staff. Performs monthly audits of detailed records, currency, firearms, and narcotics. Serve as the RIMS-Property Room administrator and maintains all other unit records to insure compliance and retention periods. Reports unit activities, problems, accomplishments and evidence case flow both verbally and in writing to the department command staff. Maintains all photographic and audio evidence and responds to all outside requests for duplication of such evidence as stipulated by the court. Serves as department liaison with the District Attorney, Forensic Lab, Private Defender Program, Probation departments and other law enforcement agencies regarding all requests for duplication and viewing of original case evidence. Testifies in court as required. Performs related duties and responsibilities as required.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Advanced principles, methods, procedures and practices pertaining to collection, preservation, storage, transfer and disposition of property and evidence. Proper handling of chemical and biological hazards and firearms. Principles of inventory and warehousing of property and evidence. Information and trends in the field of police evidence. Federal, state and local laws, regulations and court decision applicable to assigned areas of responsibility. Procedures involved in the collection and recording of evidence. Use and maintenance of a 35mm camera, digital camera, video recorder and related equipment. Standard office administrative practices and procedures, including the use of standard office equipment. Computer applications related to the work, including word processing and database applications. Records and storage management principles and practices. Basic supervisory principles and practices. Techniques for dealing effectively with those contacted in the course of work, in person and over the telephone.

**Ability to:** Understand, interpret, and apply laws and regulations. Communicate clearly and concisely, both orally and in writing. Follow direction and work with minimal supervision. Direct the receipt, storage and safeguarding of all evidence and property (both found and committed to the department for safekeeping), which involves physical strength, stamina and agility to move and process property and evidence items. Plan, assign, supervise, review, and evaluate the work of assigned staff. Train staff in work procedures. Establish and maintain cooperative relationships with those contacted in the course of the work. Learn and apply pertinent Federal, State and Local policies, procedures, laws and regulations. Perform technical and specialized work requiring the use of independent judgment. Interpret and implement policies and procedures; and learn and utilize job-related computer applications. Maintain and research departmental files. Make accurate arithmetic calculations. Use English

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effectively to communicate in person, over the telephone, and in writing. Organize, set priorities, and exercise sound judgment within areas of responsibility. Represent the City, the Department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public. Take a proactive approach to customer service issues. Recommend process improvement changes to streamline procedures. Work in a safe manner, following City safety practices and procedures, model and coach others in correct safety procedures. Perform word processing at a net speed of 30 words per minute from printed copy. Operate a personal computer and its associated applications. Enter data into standard computer format with speed and accuracy sufficient to perform assigned work. Maintain confidentiality at the highest level.

**Education:** Graduation from high school or equivalent. College coursework in supervision is desirable.

**Experience:** Five years (5) of progressively full-time responsible general clerical experience which must include dealing with the public. At least three (3) years of experience must be in a police department. One year in a supervisory capacity is highly desirable.

**Physical:** Have the physical strength, stamina, and agility adequate to perform all duties of a Police Property Room Manager. Work will be performed under a variety of conditions, both indoors and outdoors. Position will require standing, stretching, climbing stairs, ladders, sometimes with heavy and or awkward objects. Candidate must have the ability to push, lift, pull and carry large and or awkward objects.

**License:** Possession of a valid Class C California Driver's License.

R: 6/08/2009