

PROPERTY/EVIDENCE AND CRIME SCENE ADMINISTRATOR

DEFINITION

Under general direction of the Operations Support Services Manager, plans, organizes, directs, manages, and coordinates the operations of the Property/Evidence and Crime Scene Investigation non-sworn functions. The incumbent implements policies and procedures to ensure compliance with all legal and department mandates for each unit; manages and directs support staff that contributes to each unit's objectives and effectiveness and provide complex staff assistance to the Investigations and Patrol Divisions.

DISTINGUISHING CHARACTERISTICS

This is a section head management classification allocated to the Support Services Division of the Police Department, reporting to the Operations Support Services Manager. The Property/Evidence and Crime Scene Administrator is responsible for the daily operations of the Property/Evidence and Crime Scene Investigation functions.

SUPERVISION RECEIVED

Receives general direction from the Operations Support Services Manager.

SUPERVISION EXERCISED

Provides direct and indirect supervision over the Property/Evidence and Crime Scene staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Plans, assigns, instructs and evaluates the work and performance of all staff, while establishing goals and internal controls to achieve them. Monitors employee performance and recommends disciplinary action.

Maintains current knowledge of the applicable laws and regulations pertinent to the units managed.

Plans and oversees the acquisition, installation and maintenance of unit equipment. Makes recommendations for the evaluation and analysis of new technology for the units and other areas of the department with emphasis on interoperability and service enhancement.

Coordinates audits of unit operations and procedures.

Develops and implements goals, objectives, policies, and priorities of the units to which assigned.

ESSENTIAL DUTIES (continued)

Maintains up-to-date knowledge of automation and developments in the field of technology.

Develops and implements training programs for new and existing employees to ensure appropriate performance of duties in accord with operating standards and state regulations.

Analyzes, recommends, and prepares budget modifications and monitors expenditures; prepares various budget reports; ensures maintenance of revenue related programs, legal requirements and procedures.

Ensures compliance with and disseminates information regarding departmental policy and procedures; provides information on incidents, operations and services as directed.

Serves as a liaison between the Police Department and other law enforcement agencies as appropriate and directed.

Handles all administrative functions related to the acquisition, care and maintenance of the departmental vehicle fleet.

Responds to emergency situations which may include 24/7 shift operation.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Budget development and administration.

Police Department procedures, functions and reporting relationships.

Pertinent Federal, State, and local laws, rules and regulation regarding unit operations.

Rules of evidence and audit standards.

Principles of crime scene investigation and photography, procedures and methods in processing evidence for latent prints using chemicals and powders, and techniques and methods to identify and compare fingerprints.

Operations and procedures of law enforcement offices and reporting relationships.

Correct English usage, spelling, punctuation, grammar and report writing.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Modern office management practices and methods; computer equipment and software.

Management principles and practices.

Ability to:

Communicate effectively both orally and in writing.

Supervise, discipline, and train assigned staff.

Operate automated police information systems.

Prepare and monitor a budget.

Compile and prepare narrative and statistical reports.

Establish and maintain effective working relationships.

Deal constructively with conflict and develop effective resolutions.

Maintain confidentiality.

Think clearly and effectively in emergency situations.

Analyze, interpret and develop policies and procedures.

Analyze existing work methods and organizational problems and recommend appropriate solutions and alternative program/procedural enhancements.

Maintain appropriate flow of communication and chain of command.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four (4) years of increasingly responsible experience in critical inventory control functions and technological operations such as those found in a law enforcement, property, evidence, or Crime Scene Unit.

EXPERIENCE AND EDUCATION (continued)

Education: Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by

coursework in management and supervision. Education equivalent to an Associate of Arts degree in Administration of Justice, Business or Public Administration is highly desirable.

License and Certificates: Possess and maintain a valid California Class C driver's license. Possess, or have ability to obtain, a Property/Evidence Management or equivalent certification within one (1) year of hire and possess, or have ability to obtain, an approved basic Crime Scene Investigation certification within one (1) year of hire.

### SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment; perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time; stand, reach, bend, squat and stoop; safely lift and carry heavy property or evidence weighing up to 60 pounds; work in an environment consisting of controlled substances, firearms, and potentially biological contaminated items; work in a field environment in various weather conditions; converse by telephone, in person, and to small or large groups and be clearly understood; read and comprehend technical and complex documents; think clearly and effectively in emergency situations; interact with the Public and all different levels of City staff in a professional manner; safely drive to various locations to participate in meetings or community activities or respond to crime scenes which may include nights, weekends, and holidays. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

725CS09

June 2009

Revised February 2012

Revised July 2014

AAP Group: 05

FPPC Status: Designated

FLSA Status: Exempt