



Title: Property & Evidence Supervisor

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Administrative Services Manager.

Exercises direct supervision over Property and Evidence Technicians. This classification may be asked to occasionally supervise temporary or seasonal employees or volunteers.

MINIMUM QUALIFICATIONS

- **Education:** High school education or GED.

- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.

- **Licenses/Certifications/Special Requirements:**
 - ACJIS Level B State Certification upon hire.
 - Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to supervise and coordinate the organization, staffing, and operational activities for the Property and Evidence Unit within the Support Services Division Police Department. Assumes responsibility for the overall security and maintenance for property and evidence; ensures compliance with all applicable laws, rules, regulations, and procedures to ensure the integrity of property is safeguarded, from intake to final disposition; coordinates assigned activities with other divisions, outside agencies, and the general public.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, and monitoring staff performance and development.
2	Evidence Integrity. Maintains and ensures the integrity of property and evidence; reviews information; works with outside police agencies and courts; evaluates procedures and processes; monitors the intake, release, and disposal of general property, vehicles, and high risk evidence such as currency, drugs, weapons, and jewelry.
3	Decision Making. Completes administrative tasks; conducts organizational studies; analyzes data; makes procedural recommendations; develops goals and objectives; interprets decisions; provides input on future facilities; researches and purchases equipment and supplies for the Property Unit.
4	Inventory. Conducts quarterly inventories of high risk evidence and a sampling of general property; completes inventory of over 50,000 property and evidence items stored in the Property Unit yearly to ensure items are stored correctly and disposal requirements are met.
5	Technical Skills. Serves on the ICOP New World committee which evaluates current and upcoming updates to the system; contacts New World support with issues that affect the Property Unit; completes test scripts to perform testing with future updates; performs testing on updates of the New World software on the development side prior to implementation on the production side.



City of Peoria

HUMAN RESOURCES

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	Outdoors	Vehicle	X	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.		The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, laptop, printers, fax / scanner / copier and related software, telephone, ladders.

PROTECTIVE EQUIPMENT REQUIRED:

Protective clothing, footwear, eyewear, gloves, hard hat.