ASHEVILLE, NORTH CAROLINA

Classification Specification

Manager, Evidence & Property Room
Job Code: 6060
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to manage operations and staff involved in the receipt, processing, and storage of confiscated property and evidence for the Police Department.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and updates and maintains

department standard operating procedure manuals.

Manages operational functions of evidence and property receipt, processing, and storage: ensures operations and staff performance are in accordance with established policies, procedures, and regulations; coordinates work activities with law enforcement, court officials, and other agencies; and assists in developing and implements policies, procedures, and standards.

Supervises and participates in the receiving and/or retrieving of various types of evidence and property: checks for accuracy of items listed on property sheets; records and indexes evidence and property into computer database; labels, packages and stores evidence and property in compliance with evidence rules, regulations, policies, and procedures; and provides instruction and training to other City staff and other agencies regarding evidence packaging, storage, and documentation, as needed.

Supervises and participate in the maintaining of chain of custody for evidence collected by the department: signs for, transfers, and releases evidence and property using prescribed security measures; enters information into computer system to complete custody transaction; ensures secure transport of evidence to and from crime and toxicology labs for testing or court as needed; and ensures all property and evidence is preserved and accounted for according to evidence and chain of custody rules, regulations, laws, ordinances, policies, procedures, and industry best practices.

Receives and responds to questions, requests for information, and requests to view evidence from citizens, court personnel, officers, other law enforcement agencies, and other individuals: verifies qualifications to receive information and evidence; provides information on the status of evidence; receives, responds to requests and schedules appointments for the viewing and/or release of evidence; escorts individuals to and from evidence room; and ensures evidence and property are returned and stored properly.

Supervises and participates in the receiving and executing of court orders to destroy or dispose of evidence: verifies and/or enters dispositions into computer database; locates and retrieves evidence for disposition; completes and attaches appropriate documentation; places retrieved and tagged evidence in staging location; assists with disposal questions or issues; and scans, sorts, and files disposition documentation.

Manages and oversees the maintenance of evidence and property records: administers bar code system; completes and generates reports; assesses and records inventory of evidence and property; scans and updates files, records, and information into appropriate databases; and reviews and approves records and documentation prepared by subordinate staff.

Supervises and participates in assisting with evidence/property items in court as necessary: testifies in court as to chain of custody and procedures followed.

Communicates with supervisor, subordinates, other City employees, vendors, the public, court officials, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, property records and reports, court orders, lab processing requests, invoices, time sheets, attendance records, performance evaluations, memos, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Criminal Justice, Forensic Science, or a related field required; supplemented by three years of experience in receiving and processing property and evidence; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental

conditions, such as dirt, dust, odors, heights, confined spaces, bright/dim lights, explosives, firearms, disease, pathogenic substances, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.