

EVIDENCE SUPERVISOR**SUMMARY:**

Under limited supervision, supervises and coordinates the activities and operations of the Property and Evidence Section; supervises the reception, storage, security, accounting, and disposal of all criminal evidence and found property; audits evidence to ensure compliance with agency standards and state and federal laws; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are not in any hierarchical order)*

1. Supervise and coordinates the activities of the Property and Evidence Section.
2. Supervises employees, maintains discipline according to established City and police department regulations, ensures that personnel adhere to existing laws and standard operating procedures, and completes employee performance appraisals.
3. Prepares monthly reports regarding seizure of evidence and property; records and logs all monies seized.
4. Maintains accurate chain of custody records; testifies in court as to the proper chain of custody.
5. Returns property and evidence to owners.
6. Disposes of evidence and property following policies and procedures.
7. Assists in packaging of evidence from major crime scenes.
8. Answers routine phone calls from attorneys, victims and other interested parties.
9. Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of proper handling, transmittal and disposal of evidence, states statutes, and criminal justice system.
- Knowledge of the principles and practices of supervision.
- Knowledge of the principles and practices of modern police administration and law enforcement methods.
- Knowledge of computer programs and various software applications.
- Knowledge of local, state and federal regulations affecting work.
- Knowledge of principles and practices of warehousing.
- Knowledge of evidence and other types of property disposition and disposal.
- Knowledge of supervisory methods and practices.
- Skill in training and supervising assigned staff.
- Skill in working in adverse conditions.
- Skill in verbal and written communication.
- Skill in operating standard office equipment including a personal computer and related software.
- Skills in typing and/or word-processing, record keeping and correspondence.
- Ability to communicate effectively, both orally and in writing.
- Ability to organize work and determine priorities.
- Ability to establish and maintain effective working relationships with those contacted in the course of the work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate work generally in an indoor setting. There is frequent need to sit, talk or hear, use hands to finger, handle or feel and perform other similar actions during the course of the workday. There is also the risk of exposure to blood borne pathogens, chemicals, mechanical parts and other hazards. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

EVIDENCE SUPERVISOR

MINIMUM QUALIFICATIONS: Associates degree from an accredited college or university and five (5) years experience involving handling, processing, and disposal of evidence obtained in the course of law enforcement investigations including two (2) years previous supervisory or lead experience, or any equivalent combination of training and experience. A valid state of Florida driver's license is required.