



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 648.7

Job Title: **EVIDENCE TECHNICIAN SUPERVISOR**

Pay Grade: 22

GENERAL SUMMARY:

Supervises the operations of the police property warehouse and vehicle impound lot containing found, stolen, and confiscated property and police evidence. Safeguards and maintains the integrity of all police evidence/property in accordance with state laws, City Ordinances, and departmental policies and procedures.

RESPONSIBILITIES:

- Supervises and coordinates training for employees engaged in the receipt, storage, and release of impounded property.
- Coordinates the transfer, release and disposal of evidence.
- Responds to inquiries from law enforcement personnel and citizens concerning property in custody.
- Maintains the proper chain of evidence for court presentation.
- Supervises the release of impounded property to citizens, sworn police personnel and/or other law enforcement agencies.
- Ensures space availability and the orderly placement of impounded property for quick retrieval.
- Determines appropriate methods of storage for sensitive and/or valuable property.
- Oversees the maintenance of files and records regarding the disposition of property in police custody.
- Coordinates property warehouse and vehicle impound activities with various City departments and law enforcement agencies.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Prepares and implements the budget for this section, and monitors and controls expenditures.
- Develops and evaluates recommendations for changes in policies, procedures, and practices for the division.
- Performs quality control checks and audits of the evidence inventory using a computerized bar-coding system.
- Coordinates and oversees the processing of court dispositions and requests for dispositions on evidence.
- Performs other related duties as required.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate's degree.

EXPERIENCE:

Four years of experience in the handling, receiving, storing, and disposal of police property/evidence, inventory control, and materials management are required. Two years of work experience must include lead or supervisory experience within a police property/evidence area. Directly related experience may be substituted for the education requirement on a year-for-year basis.

Special Requirement(s): Due to the sensitive nature, high security environment, and value of property and/or evidence impounded, successful completion of a background investigation and polygraph is required. Must possess a valid Texas Driver's License.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work lead to moderate expenses and inconveniences. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily into setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor" or unit manager, recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs and occasionally with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Evidence Technician
Senior Evidence Technician
Evidence Supervisor

Effective: January 2008