

**CLASS SPECIFICATION****4/25/2024****SENIOR EVIDENCE AND PROPERTY OFFICER, 3209****SUMMARY OF DUTIES:**

A Senior Evidence and Property Officer is an unarmed, uniformed and badged civilian employee of the Police Department who assigns, reviews, and evaluates the work of Evidence and Property Officers and other persons engaged in the maintenance of physical custody, accountability, and detailed documentation for booked evidence and property; performs the more technical and responsible assignments; develops and maintains storage systems for physical and digital evidence and property and the related data; identifies and implements evidence supervisory best practices; applies sound supervisory principles and techniques in building, training, and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and does related work.

CLASS CHARACTERISTICS: A Senior Evidence and Property Officer is distinguished from a Principal Evidence and Property Officer in that a Senior Evidence and Property Officer is a full-time supervisor responsible for the daily operation and supervision of individual evidence and property service centers and/or a centralized support function within the Property Division. A Senior Evidence and Property Officer ensures that the chain of custody is maintained by preventing the loss, theft or damage of evidence and property, thereby supporting the investigative and judicial processes.

A Senior Evidence and Property Officer must cover full-time supervisory functions for twenty-four locations operating on a 24/7 basis, 365 days a year. A Senior Evidence and Property Officer is required to remain on duty at any Property Division facility due to staffing shortages, City-wide tactical alerts or Unusual Occurrences (UO).

EXAMPLES OF DUTIES:

- Supervises the planning, assigning and directing of activities of Evidence and Property Officers and other personnel engaged in accepting, identifying, storing, transporting, releasing, and maintaining general accountability for booked evidence and property;
- Supervises and performs regular audits of narcotics, money, firearms and high value articles;
- Coordinates the preparation, handling, documentation, transportation and organization of the specialized and environmentally responsible destruction of narcotics, firearms, weapons, ammunition, chemicals, bio hazardous materials, and e-waste;
- Coordinates the movement of monies between various accounts for contraband, unclaimed, auction receipts, transfers and disbursement;
- Enforces protocols for the confidentiality and maintenance of sensitive Department evidence, property and records;
- Testifies in court proceedings as a subject matter expert as related to evidence and property procedures specifically chain-of-custody, accountability, and documentation of booked evidence and property;
- Processes Court Orders for independent laboratory analysis and releases;

- Accepts/ initiates and investigates Department complaints;
- Assists other Department entities with internal audits and investigations;
- Consults and coordinates with outside agencies regarding policies, procedures, operations, training, and best practices;
- Coordinates the transfer of evidence and property no longer of evidentiary value for auction, conversion or destruction and completion of related documentation;
- Possesses security level access system rights for the processing and completion of detailed documentation for changes, corrections, and follow-up reports for complex evidence and property bookings in the Department's Records Management System;
- Maintains Property Division facilities for compliance with fire, life, and safety standards;
- Prepares and analyzes various Department and Division reports, such as the daily watch logs for accountability, details and accuracy;
- Analyzes, recommends and implements appropriate Divisional security protocols;
- Consults with contractors, City and Department entities involved in the development of future technological improvements and upgrades;
- Coordinates and provides training and instructional materials to Division and Department personnel on City and Departmental policies and procedures related to booking and processing evidence and property;
- Reviews and approves follow-up reports completed by sworn and civilian personnel engaged in booking evidence and property;
- Maintains logs for the usage, mileage, and service of assigned vehicles;
- Prepares and submits budget requests and justifications;
- May be required to operate a forklift, pallet jack, and/or other warehouse equipment;
- May be required to drive, operate, and maintain a large delivery/transfer truck; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

REQUIREMENT:

Two years of full-time experience as an Evidence and Property Officer with the City of Los Angeles.

LICENSE: A valid California driver's license is required.

PHYSICAL REQUIREMENTS:

Strength to perform average lifting of up to 35 pounds and occasionally over 75 pounds, good speaking and hearing ability, and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.