

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *Records and Evidence Supervisor*
Department: *Police*
Reports to: *Captain*
Status: *Non-exempt / Union (Police Association Non-commissioned)*

Job Summary:

Supervise the day-to-day operations of the Records Division, Receptionist, and any personnel assigned to Evidence duties. Primary responsibility to record, store, maintain and dispose of property and evidence in accordance with Federal, State, Local and Departmental regulations and procedures. This position serves as supervisor and evidence technician.

Essential Job Functions:

1. Coordinate the organization, staffing and operational activities of Records, Evidence and Police Reception.
2. Participate in the development and implementation of goals, objectives, policies and priorities for assigned functions and operations. Recommend and implement resulting policies and procedures.
3. Participate in recruiting, selecting, training, discipline, coaching and counseling of assigned personnel.
4. Write and review performance evaluations. Coach and counsels employees in problem areas, facilitate training.
5. Investigate and prepare recommendations for action concerning performance appraisals, discipline and/or commendations.
6. Work with employees to identify and resolve personnel conflicts.
7. Perform background checks on applicants for various positions, licenses and permits and provide records.
8. Maintain department compliance with new and changing laws, policies and procedures related to communications and records functions. Inform staff of changes in laws and other agency requirements.
9. Establish and maintain effective and cooperative working relationships with Supervisors, other City departments, co-workers, public officials and the general public in a courteous and helpful manner in stressful situations.
10. Maintain ACCESS Level II certification and Terminal Agency Coordinator certification.
11. Attend meetings and briefings.
12. Submit budget items and approve expenditures.
13. Oversee security and integrity of evidence intake, custody, release, and related reports and records.
14. Receive, record, secure, preserve and store property and physical evidence to maintain proper chain of custody.
15. Testify in court on these issues when required.
16. Release evidence for court, prepare, transport and submit evidence for processing at laboratory facilities when necessary.
17. Release or dispose of property in accordance with specific guidelines and authorizations.
18. Dispose of property and evidence appropriately by converting to department ownership, destruction, auction, donation or returned to rightful owner according to state statutes and departmental policies. Interpret court orders pertaining to disposition. Coordinate and witness destruction of narcotics and unclaimed and surrendered firearms following court orders and statutory procedures.
19. Maintain a variety of records, logs, and files related to criminal evidence, fingerprints, and related laboratory and chemical analysis.
20. Perform filing, data entry, and other clerical functions necessary to maintain an orderly, clean, organized, and secure environment for the storage of evidence and property. Stores and maintains equipment used in the collection and storage of evidence and property.
21. Train, educate, and advise department members on proper handling and packaging of property/evidence placed in police custody, ensure appropriate training for any support staff assigned to evidence room duties.
22. Answer citizen inquiries and complaints over the telephone and in person regarding property dispositions.
23. Anticipate and order supplies as needed for packaging, testing and storing evidence.
24. Perform inventory at change of personnel and as directed by Superior.
25. Maintain evidence collection equipment.

Associated Job Functions:

1. Assign routine work to others.
2. As needed, may be re-assigned to other divisions, units or public information roles.
3. Performs some police services in accordance with the mission, goals and objectives of the Oak Harbor Police Department, and in compliance with governing federal, state, and local laws.
4. Perform other related duties as directed by superior.
5. Create statistical reports using Spillman and Crystal Reports as requested, monthly and annual reports for all divisions.
6. Liaison with IT Staff and Spillman System Administrator for computer hardware and software installation, repair, maintenance.

7. Attend various workshops, continuing education meetings, seminars and conferences.

Performance Requirements (Knowledge, Skills and Abilities):

- Knowledge of Police Department policies, practices and procedures, Manual of Standards (MOS), applicable laws and regulations, labor agreements, and City and Civil Service rules and regulations.
- Knowledge of property and evidence room management, fingerprint processing and comparison, and illicit drug testing.
- Knowledge of departmental accounting, payroll, budgeting and personnel procedures.
- Excellent organizational skills, ability to prioritize work, multi-task, deal with interruptions, changes and rigid deadlines.
- Excellent oral communication skills and ability to communicate clearly, concisely and effectively and to maintain confidentiality as appropriate.
- Excellent written skills and ability to compose complex correspondence and reports from written drafts and oral instructions as well as ability to research, organize and compile data into meaningful reports.
- Ability to apply a thorough knowledge of English, spelling, grammar, vocabulary and punctuation.
- Ability to read and interpret maps.
- Ability to delegate work.
- Ability to operate a personal computer and other standard office equipment.
- Ability to interact with the public in a courteous and helpful manner in stressful situations.
- Ability to foster team concept in employees
- Ability to work independently with minimum supervision and meet broad work expectations.
- Ability to oversee the work of others in a manner conducive to efficient and effective performance and positive morale.
- Ability to learn Crystal Reports and any other software used to create statistical reports.
- Ability to maintain an accurate accounting of property, evidence and accurately complete required reports and data entry.
- Ability to successfully complete training required for property and evidence room management, and marijuana testing.
- Ability to drive vehicles and operate equipment.
- Ability to work within laws, rules, regulations and procedures such as OSHA and Department Manual of Standards.
- Ability to maintain highly confidential information.
- Must be able to work without direct supervision and exercise independent discretion.

Working Environment and Physical Demands:

Work is primarily performed indoors in an office environment and in ID and Evidence Rooms. Due to the nature of the work, there is potential for damage to health, life, and property. Exposure to various types of chemicals, glues and powders used in evidence processing, and illicit drugs in Evidence and ID rooms. May be exposed to bloodborne pathogens. Requires the ability to sit or stand for extended periods of time, reach, bend and walk throughout the facility as well as a normal range of hearing, visual acuity and manual dexterity. May drive a City vehicle. Occasional attendance at evening meetings. May work varying shifts and holidays. Use department computers and associated software, State ACCESS computer, telephone system, fax machine, copy machines, scanners, recorder and printers in an office environment. Ability to move objects in excess of 25 pounds.

Experience, Training and Other Requirements:

- Must be at least 21 years of age at time of appointment.
- High school diploma/GED or equivalent **with** two years of coursework or vocational training in criminal justice, office management, public administration, business administration or related field, **and**
- Five (5) years of progressively responsible experience in support services. Preference will be given for experience in records management, law enforcement or related field.
- Two (2) years of supervisor experience required. Preference will be given for experience in records, law enforcement or related field.
- Valid ACCESS (A Centralized Computer Enforcement Service System) Level II certification or ability to obtain certification immediately upon hire.
- Valid TAC (Terminal Agency Coordinator) certification or ability to obtain certification within one year of hire.
- Ability to successfully complete training required for property and evidence room management, fingerprint processing and comparison, and marijuana testing.
- Proficient computer operation skills and experience with a variety of software programs including Microsoft products, customized and menu-driven programs.
- Preference will be given for experience in a municipal, public sector or law enforcement service environment.
- Must pass background investigation including criminal history screening, polygraph examination for law enforcement personnel, psychological evaluation for aptitude to work in law enforcement and pre-employment drug screening prior to hire.

- Must be able to be bonded.
- Valid Washington State Driver's License and a good driving record.
- Must be willing and able to support the Code of Ethics of the Police Department.

A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.

Established:

FLSA: Non-exempt

Revised: 01/97, HR 12/08, PD/HR 06/09, HR 08/11, PD/HR 10/14, HR 5/15

Rep:Police Assoc-Non Comm

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.