

Evidence Unit Supervisor



General Summary of Classification:

Serves as a working supervisor; performs, directs and oversees a wide variety of complex, confidential, highly sensitive, and strictly regulated duties specific to the Henrico County Police Division's Evidence Unit; does related work as required.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Serves as working supervisor, schedules and coordinates the daily activities of the unit and assigned staff to ensure the proper tagging, inventory, custody, auditing and control of all Division evidence including the tracking, updating, and reporting maintaining all evidence related records in Division-specific and Unit-specific databases and systems;
- Ensures the Unit's operational compliance with all applicable local, state and federal regulations and codes;
- Serves as primary point of contact for the unit, collaborates with other agencies and localities, handles unusual and sensitive evidenced related issues, directs the resolution of any evidence submission issues, and handles special projects;
- Utilizes a variety of division-specific and unit-specific databases, software, applications and systems to accurately create, enter and maintain data, records and reports related to the proper management of evidence in accordance with all applicable policies and directives as directed;
- Accurately assesses circumstances, applies all relevant regulations and identifies appropriate options in order to provide the accurate information and service to wide array of internal and external stakeholders and to promptly and appropriately respond to citizens' and officers' needs and inquiries using excellent interpersonal and communication skills;
- Ensures all evidence is properly released to the citizens or destroyed based on applicable laws and regulations and ensures all related documentation and records are accurately created and maintained;
- Coordinates the disposition of forfeited evidence is with the Asset Forfeiture Coordinator;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Thorough understanding of chain of evidence requirements and of evidence codes and laws such as State codes 46.2-1203 and 46.2-1205 providing for the disposal of vehicles, State codes 15.2-1719, 15.2-1720, and 15.2-1721 providing for the disposal of unclaimed property, State code 15.2-1720 providing for the disposal of bicycles and mopeds, State code 18.2-253 regulating for the disposal of controlled substances, State code 18.2-308.1:4 dealing with Protective Orders and Domestic Violence, limiting the release of weapons to violators of this section.
- **Technical:** Ability to accurately create, maintain and compile highly regulated data, provide detailed records and reports as required; strong computer skills with ability to use computer and typical business software, proprietary software, and relevant applications necessary for entering, maintaining, researching and reporting unit-specific data from division and unit-specific databases and systems and to perform other assigned duties.
- **Interpersonal, Communication and Customer Service:** Excellent interpersonal and customer service skills with sound oral and written communication skills to clearly, accurately and concisely communicate information in a logical, clear and concise manner that can be easily understood by diverse audiences, ability to train assigned staff, ability to recall and provide accurate detailed information to internal and external stakeholders and to give accurate testimony in a court of law.
- **Decision-making and Authority:** Sound analytical and decision-making skills with demonstrated consistency in accurately assessing circumstances & applying applicable regulations, ability to multitask and effectively manage competing priorities.
- **Leadership:** Ability to manage a division's processes and staff effectively, personal accountability with demonstrated ability to train and supervise staff effectively and to foster high morale and appropriately collaborative working relationships.
- **Environment:** Typically works indoors, works in various locations based on location of evidence collection/management.
- **Physical:** Visual and hearing acuity sufficient to safely and accurately perform all assigned duties at various duty-related locations as needed, physical ability to handle all types of evidence including heavy, dangerous and hazardous evidence.

Minimum Education and Experience:

Education: Graduation from High School or equivalent, prefer completion of some relevant college-level coursework;

Experience: Six (6) years of relevant work experience in a law enforcement setting handling evidence;

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license.
- May require a polygraph examination depending on assigned duties within the Police Division.

Required of All:

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.