

JAIL, PROPERTY/EVIDENCE AND CRIME SCENE ADMINISTRATOR

DEFINITION

Under general direction of the Operations Support Manager, plans, organizes, directs, manages, and coordinates the operations of the Jail Facility, Property/Evidence and Crime Scene unit. The incumbent implements policies and procedures to ensure compliance with all legal and department mandates for each unit; manages and directs a support staff that will contribute to each unit's objectives and effectiveness.

DISTINGUISHING CHARACTERISTICS

This is a section head management classification allocated to the Support Services Division of the Police Department, reporting to the Operations Support Manager. The Jail, Property/Evidence and Crime Scene Administrator is responsible for the daily operations of the Jail Facility, Property/Evidence and Crime Scene Investigation functions.

SUPERVISION RECEIVED

Receives general direction from the Operations Support Manager.

SUPERVISION EXERCISED

Provides direct and indirect supervision over the Jail, Property/Evidence and Crime Scene staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Plans, assigns, instructs and evaluates the work and performance of all staff, while establishing goals and internal controls to achieve them. Monitors employee performance and recommends disciplinary action.

Maintains current knowledge of the applicable laws and regulations pertinent to the units managed.

Plans and oversees the acquisition, installation and maintenance of unit equipment. Makes recommendations for the evaluation and analysis of new technology for the units and other areas of the department with emphasis on interoperability and service enhancement.

Coordinates audits of unit operations and procedures.

Develops and implements goals, objectives, policies, and priorities of the units to which assigned.

Maintains up to date knowledge of automation and developments in the field of technology.

Develops and implements training programs for new and existing employees to ensure appropriate performance of duties in accord with operating standards and State regulations including Board of Corrections Standards and Training and POST mandated training programs.

ESSENTIAL DUTIES (continued)

Analyzes, recommends and prepares budget modifications and monitors expenditures; prepares various budget reports; ensures maintenance of revenue related programs, legal requirements and procedures.

Develops and administers the Board of Corrections Standards and Training plan budget.

Responds to emergency situations which may include 24/7 shift operation.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Budget development and administration.

Police Department procedures, functions and reporting relationships.

Pertinent Federal, State, and local laws, rules and regulation regarding unit operations..  
Rules of evidence and audit standards, rights of citizen prisoners, and Title 15 standards which govern the jail facility.

Correct English usage, spelling, punctuation, grammar and report writing.

Modern office management practices and methods; computer equipment and software.

Management principles and practices.

Ability to:

Communicate effectively both orally and in writing.

Operate automated police information systems.

Prepare and monitor a budget.

Compile and prepare statistical reports.

Establish and maintain effective working relationships.

Maintain confidentiality.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to:

Think clearly and effectively in emergency situations.

Analyze, interpret and develop policies and procedures.

Analyze existing work methods and organizational problems and recommend appropriate solutions and alternative program/procedural enhancements.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four (4) years of experience supervising in a public safety environment such as a jail facility, or research and forensic settings

Education: Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by coursework in management and supervision. Education equivalent to an Associate of Arts degree in Administration of Justice, Business or Public Administration is highly desirable.

License and Certificates: Possession and maintenance of a valid California Class C driver's license.

Possession of or ability to obtain Property/Evidence Management or equivalent certification within one (1) year of hire.

Possession of or ability to obtain approved basic Crime Scene Investigation certification within one year of hire.

Possession of or ability to obtain Jail Management certification within one (1) year of hire.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment; perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time; stand, reach, bend, squat and stoop; safely lift and carry heavy property or evidence weighing up to 60 pounds; work in an environment consisting of controlled substances, firearms, and potentially biological contaminated items; converse by telephone, in person, and to small or large groups and be clearly understood; read and comprehend technical

and complex documents; think clearly and effectively in emergency situations; interact with the SPECIAL REQUIREMENTS (continued) public and all different levels of City staff in a professional manner; safely drive to various locations to participate in meetings or community activities or respond to crime scenes which may include nights, weekends, and holidays. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One Year  
725-09  
June 2009  
Revised February 2012  
AAP Group: 05  
FPPC Status: Designated  
FLSA Status: Exempt