



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: EVIDENCE TECHNICIAN SUPERVISOR**

**BARGAINING UNIT:** [CIV MANAGEMENT](#) **CODE NUMBER:** 2280

**PAY RANGE CODE:** [11.1 MC](#) **REVISION DATE:** 10/17/17

## **NATURE OF WORK:**

This is supervisory work coordinating the activities and operations of employees engaged in complex administrative and clerical property and evidence processing at the Omaha Police Department (OPD). Work involves maintaining an accurate and current inventory related to the receipt, inventory, labeling, storage, protection, delivery, release, and disposition of property or evidence. An employee in this classification works with considerable independence, making decisions based on experience, defined expectations, and departmental policies.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Recommends hiring personnel; administers discipline when necessary; trains, schedules, assigns, oversees, and evaluates the work of Evidence Technicians and clerical personnel.

Supervises and participates in the receipt, inventory, labeling, preparation for storage, recording, and release of items taken as evidence.

Evaluates, implements, and monitors compliance of division and department policies and procedures.

Oversees the preparation of evidence and property for auction, donation, destruction, or return to owner.

Supervises the transport of evidence from crime scene or drop boxes to the evidence room.

Maintains and updates a variety of files and records and retrieves objects and records for OPD personnel and outside agencies as requested.

Prepares reports in a timely manner for OPD personnel and outside agencies as requested.

Coordinates processes to comply with chain of custody protocol, policies, procedures, and legal requirements.

Testifies on behalf of OPD at hearings and trials regarding matters related to evidence as needed.

Oversees the maintenance of high density storage shelves, miscellaneous maintenance, and inventory items.

Supervises and participates in checking for warrants on persons claiming property and for registrations for guns held as evidence.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of computer inventory systems, storage, procedures, and other procedures relating to the operation of the evidence/property unit.

Knowledge of the methods of securing evidentiary items and the proper procedures of the handling of items of evidence for use in court proceedings.

Knowledge of the legal chain of custody relating to evidence.

Knowledge of safety procedures involved in the processing and storage of evidentiary items.

Ability to supervise and train subordinate employees.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with administrative officials, police officers, and the general public, occasionally involving adversarial or stressful interactions.

Ability to organize, compile, and maintain accurate departmental records.

Ability to prepare clear, concise, and accurate reports.

Ability to maintain confidential records.

Ability to perform basic mathematical computations to include addition, subtraction, multiplication, and division.

Ability to prioritize and oversee multiple projects and complete each in a timely manner.

Ability to understand and follow written or oral instructions and carry them out independently.

Ability to adhere to safety policies, guidelines, and procedures.

Ability to sit, stand, or walk from 50 to 75% of the time, and to reach, push, pull, lift, squat, or kneel from 25 to 50% of the time.

Ability to use from fifty (50) to seventy-five (75) pounds of force occasionally, from twenty-five (25) to fifty (50) pounds of force more frequently, and up to twenty-five (25) pounds of force constantly to move objects.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent

AND

Three (3) years of experience in a law enforcement evidence room environment

OR

Three (3) years of experience in supervising a complex inventory system.

**SPECIAL QUALIFICATIONS**

One (1) year of supervisory experience including assigning and reviewing the work of others and preparing work schedules is preferred.

Must possess and maintain a valid motor vehicle operator's license from the time of appointment.

Must submit to a criminal and credit history background investigation.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily indoors in a storeroom setting. An incumbent in this position is periodically exposed to unpleasant odors and such items as blood stained weapons or items of clothing, drugs, biohazard items, and money.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer  
Telephone

Copier  
Scanner

Printer

Previous Revision Date(s):