

CITY OF HAYWARD

PROPERTY, EVIDENCE AND RECORDS ADMINISTRATOR

DEFINITION

Under general direction of a Police Captain, the Property, Evidence and Records Administrator oversees the Property, Evidence and Records Bureau operations and implements policies and procedures that will contribute to the overall effectiveness of the Property, Evidence and Records Bureau operations within the Police Department.

DISTINGUISHING CHARACTERISTICS

This class is a section head in the Support Services Division reporting to a Police Captain. The incumbent is responsible for the daily operation of the Property, Evidence and Records Bureau.

This position is distinguished from the Property and Evidence Supervisor and Records Supervisor by its responsibility for overseeing and directing all staff within the Property, Evidence and Records Bureau.

SUPERVISION RECEIVED

General direction is provided by a Police Captain.

SUPERVISION EXERCISED

The Property, Evidence and Records Administrator exercises direct supervision over assigned supervisory, professional, technical, and administrative support personnel.

ESSENTIAL DUTIES

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

Recommends and implements Property, Evidence and Records Bureau goals and objectives; establishes performance standards and methods for maintenance and processing of records and receipt, storage and release of property and evidence; develops and implements policies and procedures.

Participates in budget preparation and administration; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers the approved budget.

Participates in the selection of staff; coordinates staff training; conducts performance evaluations; recommends discipline; implements discipline procedures as directed.

Develops and maintains procedural manuals and training programs for Property, Evidence and Records Bureau personnel; explores alternative program modifications and enhancements as necessary.

ESSENTIAL DUTIES (continued):

Manages the processing of police reports, records, subpoenas, civil orders and warrants, storage and release of property and evidence; oversees the false alarm program; assures compliance with state and local mandates.

Serves as the Department's CLETS Coordinator, training and recertifying employees, ensuring compliance with regulatory requirements.

Receives, prepares and responds to DOJ and FBI audits for CLETS and CJIS compliance.

Coordinates and oversees audits of property and evidence facilities for inventory, accuracy and policy compliance.

Receives, prepares and responds to Clery requests from local colleges and universities.

Plans, coordinates, and schedules the destruction of firearms and drugs; schedules and oversees drug takeback events.

Serves as official Custodian of Records as related to police activities and appears in court, as required, in this capacity; ensures compliance with state and federal records reporting requirements.

Serves as a liaison with other divisions and units throughout the department.

Applies appropriate codes, Public Records Act statutes and Penal Code sections related to the maintenance and release of information.

Responds to emergencies that may arise during 24-hour shift operation.

Prepares and completes statistical reports (Uniform Crime Reporting and National Incident-Based Reporting System) for the Department of Justice.

Represents the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Fosters an environment that embraces diversity, equity, inclusion and collaboration.

Be an integral team player, which involves flexibility, cooperation, tolerance and communication.

Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and practices of current records management practices and property/evidence control used in municipal law enforcement.
- Supervisory principles and practices.
- Police Department procedures, functions and reporting relationships.
- Operation and procedures of law enforcement offices.
- Automated records system.
- Pertinent codes, public records acts and Penal Code.
- Modern office management practices and methods; computer equipment and software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Principles and practices of work safety.

Ability to:

- Organize, implement and direct Property, Evidence and Records Bureau's operations/activities.
- Interpret and explain pertinent City and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Plan, organize and supervise the work of others and to develop staff through formal and informal training sessions and materials.
- Interpret and develop policies and procedures.
- Carry forward several projects simultaneously, set priorities and makes sound decisions as circumstances require.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

EXPERIENCE AND EDUCATION

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

Experience: Four (4) years of progressively responsible experience in law enforcement support, including at least one (1) year of supervisory responsibility.

Education: Equivalent to completion of the twelfth grade or possession of GED, supplemented by college level course work in supervision/management and general business. Education equivalent to an Associate of Arts degree in Administration of Justice, Business or Public Administration is highly desirable.

EXPERIENCE AND EDUCATION (continued):

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and/or work environment: use standard office equipment and current software; 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, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, in person, and to small groups and be clearly understood; read and comprehend legal, technical and complex documents; and interact with the public and all different levels of City staff in a professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year
H465 Property, Evidence, and Records Administrator
Created: June 2, 2023
EEO Code: 01
FPPC STATUS: Non-Designated
FLSA STATUS: Exempt