



Job Description

TITLE: Property and Evidence Manager	JOB CODE: 2737
DEPARTMENT: Sheriff's Office	FLSA: Non-Exempt
PREPARED: November 14, 2012	FLSA CLASS: Supervisor
UPDATED: March 29, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: NO

Summary: Under general supervision of the Sheriff, manages the physical custody and records of property and evidence seized/received by the Sheriff's Office. Supervises the Evidence Custodian staff to ensure staff performs administrative duties as assigned.

Reporting Relationship: The Property and Evidence Manager reports to the Administrative Captain.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Supervises and directs the daily activities of the Evidence Custodian staff.
- Manages the physical custody and records of property and evidence seized and/or received by the Sheriff's Office, including receiving, storing, inventory, destroying and preparing items for sale.
- Manages the discovery and/or examination of evidence by attorneys, including retaining records, preparing reports and conducting audits of evidence storage.
- Manages incoming requests for in-car video discovery by prosecutors, defense attorneys and County Risk Management; ensures the records technician assigned to this function processes and handles the request in a compliant manner.
- Available to be on-call status.
- Manages requests for discovery and evidence viewing.
- Coordinates with other agencies to send and receive recovered property and evidence.
- Coordinates with detectives in preparing evidence for court.
- Manages and ensure the procedure to receive property and evidence from law enforcement officers; documents receipt of items; maintains the chain of possession from intake to final disposition is handled effectively, efficiently and in a compliant manner.
- Logs items into evidence; enters items into the evidence software application; documenting the location, description, property owners, chain of custody, release, disposition and destruction; updates the status of evidence.
- Documents all handling of evidence and property; generates computerized reports of movement and handling of department evidence; maintains activity logs and generates reports as needed.
- Assists patrol, other agencies and the public by phone, mail and in person; provides information on evidence that has been approved for release.
- Disposes of evidence items in accordance with State and Sheriff's Office policies and procedures; disposes of Bio-Hazard material according to statutes and policy.
- Prepares and distributes paperwork and documentation related to evidence; sends disposition letters; requests instructions on status, on release authorization and on orders for destruction of evidence items.
- Updates and maintains procedures for the custody and handling of evidence.
- Prepares necessary documentation and evidence for court; may be required to testify in court.
- Uses a county car to perform inter-office evidence runs; retrieves items stored off-site to protect the chain of custody; mails blood kits, drugs and other evidence to the State Laboratory and/or other agencies.
- Maintains the organization of the impound yard, box car and the evidence storage areas.
- Must be able to handle sensitive and confidential information and ensure the procedures are complied with.
- Performs other related duties as assigned.

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Property and Evidence Manager

Required Knowledge and Skills:

- Knowledge of federal, state and local laws related to the entry, storage, transfer and disposal of evidence and property.
- Knowledge of standard office practices and procedures.
- Knowledge of assigned equipment including cameras and standard and specialized software.
- Knowledge of County and Sheriff's Office policies and procedures.
- Skill in packaging and organizing numerous items of evidence in an orderly fashion for their efficient storage and retrieval.
- Skill in maintaining accurate evidence records and generating special and periodic reports.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard business software.
- Ability to maintain confidentiality of property and evidence custodian activities.

Education and Experience

- Bachelor's Degree in Criminal Justice or related field and minimum of three years relevant work experience with law enforcement agency working in evidence or related field; or, an equivalent combination of education and experience may be considered.
- Must be able to be bonded and a certified Notary Public.
- Must be certified by the International Association for Property & Evidence.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is generally performed in an office environment; work is performed, at times, in an outside environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- Employee may be subject to daily activities of standing on hard surfaces (i.e. concrete, pavement) for extended periods of time; handle bio-hazardous materials (i.e. needles, sharps containers, weapons and narcotics). May be required to lift 30 pounds or more to accommodate the operational requirements.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment, vehicle, dolly or hand truck to move heavy items, ladder, and other warehouse type equipment used to package, move and store property items.

Approvals:

Employee:

Date:

Supervisor

Date:

Department Head:

Date:
