



<b>Job Title</b>	<b>Police Evidence Manager</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>MGR</b>	<b>Probationary Period</b>	<b>At-will</b>
<b>Zone</b>	<b>3</b>	<b>Job Code</b>	<b>16630</b>

### Class Specification – Police Evidence Manager

**Summary Statement:**

The purpose of this position is to manage, supervise, and coordinate the activities, operations, budget, personnel, and all functions of the Colorado Springs Police Department Evidence and Impound units. This position oversees and conducts all training and coordination with internal units and outside agencies submitting, retrieving or otherwise involved with evidence, property, and impounded vehicles. This includes meeting with Investigations, Crime Lab, Internal Affairs, Colorado Springs Fire Department, Colorado Bureau of Investigations, District Attorney's Office, and City Attorney's Office; and other such units to coordinate efficient processes and collaborate on projects and system interfaces. This position is responsible for Evidence and Impound quality control through audits, inventories, and random inspections. Multiple laws govern proper evidence processes which require regular updates to policy and procedure. This position must regularly review all regulations and laws pertaining to evidence, as well as any evidence hazards, trends, and concerns for all affected parties. Additional duties include preparing reports and statistics, as well as, informing and making recommendations to upper level management regarding evidence issues, implementation of new programs/services, and strategic direction. This position supports the Evidence and Impound Unit Supervisors and employees and assists with resolution of employee, user, and customer issues and complaints.

**Essential Functions**

Note: Regular and predictable attendance in the performance of this job is an essential function.

**Time %**  
(All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

40%

Manage and oversee all Evidence and Impound unit operations; participate in establishing, monitoring, and completion of goals which support the Department's strategic plan; provide short and long term planning based on legal requirements, evidence best-management practices, hazards, and officer needs; continually evaluates and updates policies, processes, and technology to improve effectiveness and service; review laws and legislative updates and collaborates with the City Attorney's Office for proper interpretation and implementation; identify and implement solutions to problems; manages complex projects; manage and oversee staff and facilities at two separate locations, including highly secure areas; provide administrative guidance and direction to Evidence and Impound Unit Supervisors; participate in the development of and ensure



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	compliance with Department policies and procedures for all parties involved in evidence processes, including outside agencies. Oversee training for Evidence and Impound staff, as well as all department and outside agency users of evidence systems and processes; manage role readiness/mentorship program; oversee supervisor and employee personnel issues, disciplinary actions, and development.
20%	Project Management and Problem Solving; meet with multiple units and agencies for specific project development and collaboration; Examples include meeting with Investigations and the Crime Lab reference firearm submissions into National Integrated Ballistic Information Network (NIBIN), meet with the District Attorney's Office to formulate evidence release guidelines, and collaborate with Internal Affairs on drug/gun disposition processes.
20%	Respond to Evidence and Impound locations for on-site assistance; provide support to Evidence and Impound Unit Supervisors regarding daily matters and staff issues/concerns, and development; provide direction regarding policy recommendations, process improvement and resource acquisition; assist with customer service and outside agency complaint resolution and collaboration; provide interviews, tours, and presentations to internal units and external interested parties such as media, schools, and citizen groups.
10%	Manage Evidence and Impound Unit budgets; participate in the development and administration of budgets; approve staff purchases; ensure facilities, supplies, and resources are sufficient to provide required services.
10%	Review and ensure proper record keeping and audit tracking for evidence integrity; assist with software implementation and upgrades; prepare research and statistical reports to upper management; and participate in yearly random audits and inspections.

**Competencies Required:**

Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.



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**Reading:** Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Associate's degree from an accredited college or university with major coursework in business administration, criminal justice, or related field.

**Experience:** Five years of full-time technical experience in a law enforcement or criminal justice setting including one year of administrative and/or lead supervisory experience.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

National Crime Information Center (NCIC) Certification	Within 3 months of start date
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Colorado Crime Information Center (CCIC) Certification	Within 3 months of start date
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Certifications required in accordance with standards established by departmental policy.	
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**Supervision Exercised:**

Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.



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**Supervision Received:**

Receives Administrative Direction: The employee normally performs the duty assignments with broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

**Fiscal Responsibility:**

The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

**Physical Demands:**

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office with some outside
Extreme Temperature	Seasonally
Wetness and Humidity	Several times a month
Respiratory Hazards	Daily
Noise and Vibrations	Several times a week
Physical Hazards	Seasonally
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Frequently

**Machines, Tools, Equipment, and Work Aids:** Telephone, fax, copier, scanner, fork lift, hand held scanner, label maker, city vehicle, shredder, assorted hand tools, shop vacuum, assorted cleaning supplies, hand dollies, ladders, step stool, rolling and shopping carts, and moveable storage racks.



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**Specialized Computer Equipment and Software:** Microsoft Office, EvidenceOnQ, Law Enforcement Records Management System (LERMS), National Crime Information Center (NCIC), Colorado Crime Information Center (CCIC), and Criminal Justice Information Center (CJIS).

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: October 2017