The San Mateo County Sheriff's Office is seeking a management professional who has experience handling evidence and property in a government agency to join their diverse team as Sheriff’s Evidence and Property Manager.

The County of San Mateo Sheriff’s Office is dedicated to protecting lives and property and is committed to providing the highest level of professional law enforcement and correctional services. We pledge to promote public trust through fair and impartial policing and will treat all persons with dignity, compassion and respect. The County also provides a picturesque setting, combined with an incredible array of activities which truly represent the California lifestyle at its finest. BORDERED ON THE WEST BY THE MAJESTIC PACIFIC OCEAN, TO THE NORTH BY SAN FRANCISCO, TO THE EAST BY THE SCENIC SAN FRANCISCO BAY, AND THE SOUTH BY THE HEARTLAND OF THE WORLD- FAMOUS SILICON VALLEY, SAN MATEO COUNTY OFFERS A WIDE RANGE OF ECONOMIC OPPORTUNITIES, RECREATIONAL PURSUITS AND LIFESTYLE OPPORTUNITIES.

Under general direction from higher level management, the Evidence and Property Manager will plan, organize, direct and coordinate the Property and Evidence Bureau of the Sheriff’s Office (SMSO Property and Evidence Bureau); develop, implement and evaluate related goals, objectives, policies and procedures; consult and collaborate with County departments, employees, labor organizations, commissions, advisory boards and the public on relevant aspects of property and evidence; testify in court to verify the chain of custody of evidence; provide staff support to higher-level managers; and perform related duties as assigned.

The Property and Evidence Bureau consists of three units with approximately twenty staff members. The Property and Evidence Unit staff is responsible for the custody, release, destruction, and safekeeping of properties held by the Sheriff; the Case Disposition Unit staff is responsible for the research of case disposition and the authorization for disposal of evidence; the Digital Media Unit staff is responsible for the management of digital media, including body worn camera and in-car camera videos.

The ideal candidate:

- Is a highly organized professional with at least four years of evidence and property management experience in a law enforcement agency, including experience in accounting, auditing, and inventory control.
- Has excellent oral and written communication skills.
- Has the ability to foster teamwork, welcome new, creative ideas and appreciate differing opinions.
- Possesses a bachelor’s degree in the administration of justice, public administration, business, or comparable field.

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

- Plan, organize and direct the work of the Property and Evidence Bureau of the Sheriff's Office including off-site property rooms.
- Evaluate the effectiveness of comprehensive property and evidence related functions and programs with a Countywide impact, including needs assessment, program design and planning, implementation, evaluation and enforcement.
- Coordinate activities of the bureau with other Sheriff's Office divisions, County departments, and outside agencies.
- Write and review policies, procedures, methods, and goals relative to property and evidence; formulate, recommend and/or implement actions for improvement.
- Manage the custody and safekeeping of various types of property which have been recovered, found or are being held as evidence in connection with the prosecution of crimes.
- Manage digital media, including body worn camera and in-car camera videos.
- Manage case disposition research, to include the review of court records, laboratory reports, and applicable laws to authorize release of property to rightful owners.
- Select, supervise and review the work of subordinate staff; evaluate employee performance and effectively recommend initial disciplinary action.
- Ensure training and development of assigned staff.
- Train staff office-wide on specific departmental and bureau policy and procedures.
- Testify in court to verify chain of custody records on property held as evidence.
- Oversee the destruction of nuisance weapons and illicit materials such as narcotics.
- Manage inventory control of department's fixed assets.
- Obtain equipment repair and replacement cost estimates; make recommendations for action and arrangements for repairs by county employees or outside vendors.
- Respond to questions, provide information and resolve complaints from law enforcement personnel, attorneys, representatives of various agencies and the public concerning the release, location and disposition of property, which often requires the use of judgment and interpretation of policies, procedures, laws and regulations.
- Prepare detailed and professional reports and other written communications, including policies and procedures, Board of Supervisor memos, executive summaries and statistical data.
- Represent the department in meeting with other County departments, the executive team, labor organizations, and other community organizations or committees.
- Maintain budget, operational and other statistical data and information, maintain various records, and prepare special and periodic reports.
- Review records of sales of handguns.
- Operate California Law Enforcement Teletype (CLETs) and National Crime Information Computer (NCIC) terminals.
- Perform related duties as assigned.

QUALIFICATIONS

**Education and Experience:** Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

- **Experience:** Four years of experience in a law enforcement or law administrative agency receiving, storing, releasing and inventorying property held for safekeeping and at least two years of experience as a supervisor.

**FINAL FILING DATE:** August 30, 2021
To learn more about this great career opportunity and how to apply, read our job posting at: Evidence and Property Manager or visit the County jobs portal page at https://jobs.smcgov.org. Applications are only accepted online.

The County of San Mateo is a diverse, inclusive workplace, where employees are valued and respected for their different perspectives, experiences, backgrounds, and contributions. We are proud to be an Equal Employment Opportunity Employer.