

City and County of San Francisco
Carol Isen
Human Resources Director



Department of Human Resources
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**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: August 18, 2023

Re: **Notice of Proposed Classification Actions – Final Notice No. 10 FY 2023/2024
(copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective August 18, 2023.

Carol Isen
Human Resources Director

by: 

Steve Ponder
Classification and Compensation Director
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Operations
Carol Isen, DHR
Sandra Eng, CSC
Erik Rapoport, SFERS
Theresa Kao, Controller/ Budget Division
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 10
Fiscal Year: 2023/2024
Posted Date: 08/10/2023
Reposted Date: N/A

ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached)

Item #	Job Code	Title
1	1939	Police Evidence Technician
2	1940	Police Evidence Supervisor

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations
All Departmental Personnel Officers
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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Police Evidence Technician
Job Code: 1939**

DEFINITION

Under general supervision, performs responsible work in receiving, processing, maintenance, and releasing Police property and evidence, such as narcotics, monies, hazardous materials, and all types of weapons.

DISTINGUISHING FEATURES

Class 1939 Police Evidence Technician is distinguished from the 1934 Storekeeper as Police Evidence Technicians are responsible for the processing and maintenance of Police property and evidence. Class 1939 Police Evidence Technician is distinguished from the 1940 Police Evidence Supervisor as the latter is first-line supervisor that has responsibility for supervising personnel engaged in Police property and evidence processing and maintenance.

SUPERVISION EXERCISED

None.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Receives, processes, logs, stores, and transports evidence and property, including narcotics, monies, hazardous materials, and all types of weapons.
2. Maintains evidence and property; secures items from theft, loss, or contamination; ensures items can be located in a timely manner.
3. Releases evidence and property to law enforcement and courts for investigative purposes or lab analysis; releases property to their legal owners.
4. Disposes of evidence under the direction and approval of the Investigative Units, including firearms, illegal contraband, narcotics, and other obsolete evidence.
5. Determines which disposed items are to be destroyed; which are to be retained for charitable contributions; and which are to be auctioned by the City.
6. Receives, maintains, and disburses Police equipment, including uniforms, badges, and radios.
7. Provides information to the public and others regarding property and evidence.
8. Provides court testimony as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Procedures and techniques of evidence and property handling and storage; relevant federal, state, and local laws, codes, ordinances, and policies related to the collection, recording, identification, preservation, and destruction of evidence in criminal and civil cases including weapons, narcotics, and cash; and safety procedures for the proper handling of weapons and narcotics.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Police Evidence Technician
Job Code: 1939**

Ability or Skill to: Read, comprehend, and apply applicable laws pertaining to the holding, releasing, and destroying of evidence; communicate effectively both verbally and in writing with law enforcement, members of the public, and in a court setting; maintain large amounts of evidence in a systematic fashion; and maintain accurate records and files.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Possession of a high school diploma or equivalent.

Experience:

Three (3) years of experience in a distribution center or warehouse in which the duties consisted of ordering, receiving, stocking, inventory control, and issuing large and varied quantities of supplies, materials, and equipment. This experience must be in an institutional organization or a large, major commercial operation, or similar setting.

License and Certification:

Must obtain certification as an Evidence Specialist from the International Association for Property and Evidence within eighteen (18) months of appointment.

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 08/18/23

AMENDED DATE:

REASON FOR AMENDMENT:

BUSINESS UNIT(S): COMMN

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Police Evidence Supervisor
Job Code: 1940**

DEFINITION

Under direction, supervises, assigns, reviews, and participates in the work of a unit responsible for receiving, processing, maintenance, and releasing Police property and evidence, such as narcotics, monies, hazardous materials, and all types of weapons.

DISTINGUISHING FEATURES

The 1940 Police Evidence Supervisor is distinguished from the 1939 Police Evidence Technician as the former is the first-line supervisor that has responsibility for supervising personnel engaged in Police property and evidence processing and maintenance.

SUPERVISION EXERCISED

Supervises staff engaged in the processing and maintenance of Police property and evidence.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Plans, assigns, reviews, and supervises the work of a unit involved in the receipt, processing, maintenance, and release of property and evidence at the Police department.
2. Receives, processes, logs, stores, and transports evidence and property, including narcotics, monies, hazardous materials, and all types of weapons.
3. Maintains evidence and property; secures items from theft, loss, or contamination; ensures items can be located in a timely manner.
4. Releases evidence and property to law enforcement and courts for investigative purposes or lab analysis; releases property to their legal owners.
5. Determines which items are to be destroyed; which are to be retained for charitable contributions; and which are to be auctioned by the City.
6. Disposes of firearms, illegal, contraband, narcotics, and other obsolete evidence.
7. Receives, maintains, and disburses Police equipment, including uniforms, badges, and radios.
8. Provides information to the public and others regarding property and evidence.
9. Provides court testimony as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Procedures and techniques of evidence and property handling and storage; relevant federal, state, and local laws, codes, ordinances, and policies related to the collection, recording, identification, preservation, and destruction of evidence in criminal and civil cases including weapons, narcotics, and cash; and safety procedures for the proper handling of weapons and narcotics.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Police Evidence Supervisor
Job Code: 1940**

Ability or Skill to: Supervise, organize, and review the work of technical and clerical personnel; read, comprehend, and apply applicable laws pertaining to the holding, releasing, and destroying of evidence; communicate effectively both verbally and in writing with law enforcement, members of the public, and in a court setting; maintain large amounts of evidence in a systematic fashion; and maintain accurate records and files.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Possession of a high school diploma or equivalent.

Experience:

Three (3) years of experience in the receipt, processing, maintenance, and release of property or evidence in a law enforcement agency.

License and Certification:

Certification as an Evidence Specialist from the International Association for Property and Evidence.

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 08/18/23

AMENDED DATE:

REASON FOR AMENDMENT:

BUSINESS UNIT(S): COMMN