



HAMILTON POLICE SERVICE

Career Opportunity: Property and Evidence Supervisor (1 position)

Posting #	#2026-073	JJR#	34
Job Title	Property and Evidence Supervisor	Civilian/Sworn	Civilian
Status	Full Time	Department/Unit	Property and Evidence
Salary Grade	Schedule 12E	Hiring Rate	\$50.622 per hour
Salary Range	\$105,577 to \$124,202 per annum (January 2025 rates)		
Posting Date	October 26, 2026	Closing Date	November 6, 2026
Primary Job Location	Central Police Station, 155 King William Street, Hamilton, ON		
Hours of Work	Monday to Friday, from 8:00 am to 4:00 pm		

SUMMARY

About HPS

Hamilton Police Service (HPS) patrols 1,113 square kilometers, serving over 620,063 residents. The Service is divided into two main areas: Operations, which provides visible policing and investigations in various specialized units, and Support, which offers services in areas such as Professional Development, Emergency Response, Crime Prevention, Fleet and Facilities, IT, Records and Human Resources. HPS is committed to the highest standards of integrity and professionalism in all its Divisions.

Our vision to be a trusted partner in delivering public safety is what motivates our members each and every day. Hamilton Police Service is an innovative Police Service dedicated to working in partnership with our communities to make Hamilton a safe and healthy community in which to live and work. Established in 1833, Hamilton is one of the oldest policing services in the world.

Position Summary

Under the direction of the Manager, Records, Property and Evidence, the Supervisor of the Property & Evidence Branch will supervise the activities of the Clerks involved in processing, storing, and purging found property and exhibits, including the intake, storage, and release of firearms and drugs. This will

include extensive use of the Niche Records Management System (RMS) for checking work, tasking, and follow-up, as well as exhibit management, generating inventory and other reports, and running queries related to exhibit status. The Supervisor will also provide basic relief assistance to the Clerks for essential job functions when staffing is low due to sickness or unexpected absences, or due to workload overflow.

Duties include, but not limited to;

- Responsible for the proper storage and disposal of all property and evidence, and maintaining documentation of continuity to satisfy audits as well as court proceedings.
- Provide direct supervision to five (5) Property Branch staff by delegating and assigning work, monitoring and evaluating staff performance, providing support and guidance for staff development, providing or arranging for appropriate training, and authorizing time off. Conduct regular performance reviews, and oversee Property related administrative tasks.
- Assist in the development and maintenance of operating procedures for all functions performed in the Branch. Compile and maintain current training manuals.
- Oversee the preparation of weekly duty rosters and daily assignments to ensure minimum staffing levels are met and essential functions are supported.
- Monitor activity of Property staff in the Niche RMS by approving workflows, supplementary reports, evidence management functions, and tasking.
- Make corrections in Niche RMS for incorrect officer entries. Create and maintain storage locations in Niche RMS as necessary.
- Respond to requests from the public, police members, and the legal community regarding the return or disposition of property.
- Implement changes to storage and disposal methods. Correspond and meet with other Police Services regarding policy and legislative changes, as well as best practices.
- Conduct ongoing review of aged exhibits to determine appropriate action. Collaborate with Staff Sergeants if officers fail to respond to Exhibit Status Requests or require further training on proper submission of property.
- Isolate and arrange for the transport of seized Hazardous Materials. Prepare manifests and authorize payment. Correspond with the Ministry of the Environment to determine safe disposal methods.
- Arrange for the disposal and destruction of ammunition, incendiary devices, Oleoresin Capsicum (OC) spray, and other hazardous materials through approved methods and third-party services.
- Audit all items removed from Property Branch for court or investigation, and follow up if not returned promptly.
- Monitor the security and capacity of holding rooms for drugs, liquor, firearms, cash, and other property and evidence. Research and recommend both short- and long-term solutions for Property storage.
- Count and verify seized cash submissions by the Vice & Drug Unit for submission to the Director of Finance. Prepare balanced cash sheets so funds can be sent to designated government recovery agencies or returned to owners.
- Count, verify, and submit unclaimed cash for bank deposit or retention in HPS vaults as appropriate.
- Notify Passport Canada and Canadian Border Services of all passports that come into police possession. Correspond with these agencies prior to releasing any passports once charges are complete to ensure there is no deportation order.
- Arrange for the off-site storage of case files belonging to Records, Major Crime, Freedom of Information, Human Resources, Legal Services, and other departments as required. Arrange for vendor pick-up and delivery. Maintain a central database of all stored boxes and barcodes.

- Ensure that the RCMP is notified of all firearms received by the Property Branch and maintain a database of same. Co-ordinate with local steel manufacturers and the Emergency Response Unit for the safe transportation of firearms and other weapons designated for destruction.
- Perform periodic audits of property and evidence inventories, and provide assistance with external audits and reviews as required.
- Maintain documents within the Property Branch in an efficient manner and in accordance with the Records Retention Schedule (e.g. Auction Records, Job Procedures, Inventory Records, Evidence Records, Purge Logs, and Firearm and Drug Logs).
- Purchase items with Corporate Purchasing Card and reconcile invoices with appropriate accounts.
- Liaise with various vendors and suppliers, counterparts at other Police Services, and City Purchasing staff for the procurement of goods and services, such as shelving, packaging materials, bar-coding equipment, storage boxes, and other property-related supplies. Prepare requests for quotes, and participate in tenders.
- Arrange for the disposal of eligible property through public auction. Maintain auction lists and associated revenue reports.
- Review and submit the weekly office supply order for the Section for approval by the Manager.
- Attend designated facilities for lectures, seminars, provincial subcommittee meetings, and other training as directed by the Manager.
- Prepare annual Property Branch budget recommendations for the Manager.
- Perform other duties, as assigned, which are related to the major responsibilities of the job.

Supervisory Responsibilities:

Supervision of five or more Civilian Property Branch staff, and occasional Sworn accommodations where and as available.

Working Conditions:

Office environment with frequent exposure to property storage rooms in a warehouse environment, including exposure to hazardous goods and contaminated items, including pornography, illegal drugs, alcohol, etc., exposure to strong odours (dried marijuana), dust, and dirt, as well as occasional lifting of exhibits up to 50 lbs. onto and down from storage shelves, e.g. handling large objects such as bikes, BBQs, televisions, etc. Uniform/work wear and safety footwear to be provided. Frequent computer work, and sitting for extended periods of time.

Physical & Sensory Demands/Dexterity:

Assignments will involve activities such as reading, writing, keyboarding, talking, listening, sitting, walking, standing, and occasionally lifting up to 50lbs and ladder climbing.

Education:

Minimum two (2) year Community College Diploma in Business, Supply Chain, Retail, and/or Operations Management/Administration.

Experience:

Minimum one (1) year previous Supervisory or Acting Supervisory experience is required, as well as previous experience with a large, computerized inventory or records management system (RMS), preferably with Niche RMS (i.e. query and tasking experience).

Certifications & Licenses:

Valid Class G Driver's License, or the equivalent, with no more than six (6) accumulated demerit points, with the ability to drive a vehicle in Ontario with full driving privileges (for attending offsite training, and occasional operation of the Property transport van when necessary).

Skills & Competencies:

- Excellent planning and organizational skills; accuracy and attention to detail.
- Capacity to adapt to and manage change.
- Sound conflict resolution and decision-making skills.
- Excellent interpersonal and communication skills (verbal and written), with the ability to establish and maintain effective working relationships with vendors, government services, police personnel, and the public-at-large, and deal with others diplomatically.
- Proficiency in Windows and Microsoft Office Applications including Word and Excel.
- Demonstrated experience with a large, computerized inventory or records management system (RMS), including ability to query and generate/manage tasking in the Niche RMS.
- Sufficient strength to meet the physical requirements of the job (i.e. lifting up to 50 lbs).

INTERESTED IN THE POSITION?

Submit your application (i.e. updated cover letter and resume) via email by indicating the posting number **#2026-073** in the subject line to recruiting@hamiltonpolice.ca before 11:59 PM on **November 6, 2026**. Please be advised we do not currently use AI technology as part of our screening and selection process.

Interested persons applying must be a permanent resident of Canada/Citizenship, and be able to work within Canada.

Accommodations: Hamilton Police Service is committed to equitable and accessible hiring practices. Accommodation during the recruiting process is available upon request, please let us know should you have any needs.

We thank everyone for their expressed interest and appreciate the time you've taken to submit your application. However, only those selected for employment testing and/or an interview will be contacted.

At Hamilton Police Service, we are committed to a fair and equitable recruitment and selection process. We strive to build, mentor, and retain a highly skilled workforce that reflects the diversity of the communities we serve. By fostering an inclusive and respectful workplace where every member feels valued and has a strong sense of belonging, we strengthen our ability to serve Hamilton with professionalism, empathy, and integrity.

We strongly encourage applications from individuals of diverse backgrounds, including 2SLGBTQIA communities, Indigenous peoples, persons with disabilities, racialized persons, multilingual candidates, and anyone passionate about public service. By joining the Hamilton Police Service, you will play a crucial role in making a meaningful difference in the lives of those who call Hamilton home.

Hamilton Police Service (HPS) is situated upon the traditional territories of the Erie, Neutral, Huron-Wendat, Haudenosaunee and Mississaugas. This land is covered by the Dish With One Spoon Wampum Belt Covenant, which was an agreement between the Haudenosaunee and Anishinaabek to share and care for the resources around the Great Lakes. We further acknowledge that this land is covered by the Between the Lakes Purchase, 1792, between the Crown and the Mississaugas of the Credit First Nation. HPS honours with gratitude this sacred land which, from time immemorial, has been and is home to many Indigenous people from across Turtle Island.