



We invite applications for the position of:
Police Evidence Analyst
\$111,650.75 - \$133,145.65 ANNUAL SALARY

The City of San Mateo Police Department is looking for a Police Evidence Analyst

Why Join our Department?

The Police Evidence Analyst is a vital position within the San Mateo Police Department, and we are seeking a candidate to join our diverse and exceptional team of men and women dedicated to providing outstanding public service. The Police Department is committed to improving the quality of life and solving problems while protecting our community through professionalism, integrity, and excellence. We strive to be the model police agency that others will emulate and a leader in the county and in our profession, adopting creative and innovative strategies to prevent crime and support those most in need. We will continue to do this through cutting-edge technology, creative solutions to problems, by respecting individual rights, conducting fair and non-biased policing, and good, old-fashioned police work.

Look to some of the reasons why the City of San Mateo is a great place to work,

<https://youtu.be/XNAF7GZUNl8?list=PL3QUX6-y-89-D28g895DzvObmoD89Dqdn>

What You'll Do

Depending upon assignment, duties may include, but are not limited to, the following:

- Manage and access video evidence from the department's body-worn cameras.
- Perform quality assurance to ensure videos are being categorized correctly and reports are documented correctly.
- Ensure technology interfaces are functioning properly and coordinate any needed maintenance or repair services.
- Track discovery requests for quarterly reporting.
- Compile, aggregate, and analyze data; prepare reports and make recommendations on the formulation of policy and procedure, and staffing and organization changes.
- Conduct surveys and perform research and statistical analyses on administrative, fiscal, personnel, and operational problems.
- Participate in the development and installation of new or revised programs, systems, procedures, and methods of operation; update and revise policies and procedures.

For a complete list of duties, reference our job specifications at www.cityofsanmateo.org

Who You Are

Knowledge of:

- Basic law enforcement functions and organization; familiarity with basic court process and procedures.
- Principles and practices of research and analysis.
- Statistical analysis as applied to crime patterns, including probability assessments and trend analysis.
- Practices, techniques and terminology used in criminal investigations.
- Information software packages used to perform statistical tracking and analysis; database management; geographical information systems; word processing.

Ability to:

- Perform video evidence retrieval and sorting.
- Analyze a variety of evidence and information received from various sources.
- Formulate theories regarding criminal trends, patterns, and offenders and communicate statistical information concerning crime activities with local, state, and federal law enforcement staff.
- Research, review, and analyze video evidence from body-worn cameras.
- Maintain confidentiality of data and information developed from a number of diverse sources, including criminal databases.
- Prepare accurate written reports; maintain accurate and legible logs and records.
- Communicate with others both verbally and in writing to assimilate and understand information in a manner consistent with the essential job functions.
- Make sound decisions in a manner consistent with the essential job functions.

What You Bring

- Equivalent to a bachelor's degree from an accredited college or university with coursework in administration of justice, public administration, statistical analysis, or a related field. An acceptable substitution would be experience working in a law enforcement environment.
- Two years of progressively responsible experience performing technical work within a police department or military intelligence unit.
- Possession of a valid State of California driver's license.

Bonus Points (highly desirable)

- Experience specifically related to processing video evidence is highly desirable.
- A successful candidate must be willing to submit to a personal background investigation as required by the Police Department.

What We Offer

- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement (2% @ 55 for classic members; 2% @ 62 for new members. Classic employees contribute 8.34% to CalPERS and New members contribute 7.5% to CalPERS with participation in the Social Security Program
- Programs: Deferred Compensation plan with 1.5% City contribution of base salary. City will match up to 1% of employee's contribution
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership
- Bilingual Differential: \$90 biweekly (if applicable)
- This classification is represented by the Non-Safety Management Association.

Are You Ready? Apply.

Submit an online application, **résumé (required)**, and **supplemental questionnaire** at www.calopps.org or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, fax (650) 522-7260.

Application Deadline:

Recruitment will close by Wednesday, November 19, 2025, at 5:00 p.m. or upon receipt of the first 100 applications, résumés, and supplemental questionnaires, whichever occurs first.

Interview Process

All applications, résumés and supplemental questionnaires received will be reviewed for minimum qualifications. A limited number of the most highly qualified applicants will be invited to participate in the examination process which may consist of an oral panel interview, [tentatively scheduled for Monday, December 15, 2025.](#)

An employment list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least 6 months with the possibility of an extension for an additional 6 months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

Date Posted

Wednesday, November 5, 2025

Note: The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION. Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: sanmateo@CalOpps.org

Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify ghuynh@cityofsanmateo.org or (650) 522-7271 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

CITY OF SAN MATEO
Police Evidence Analyst

Supplemental Questionnaire

*Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position; do not put "see resume" or copy parts of resume/work duties as a response. **(Questionnaire responses must be submitted with the employment application.)***

1. List all software applications and hardware you have experience working with and troubleshooting.
2. What is your specific experience processing digital evidence within a military or law enforcement setting?
3. What is your experience in aggregating statistical data to map activity for visual presentations?
4. Do you have any experience testifying in court? If so, please explain.