

TO: Personnel Board  
FROM: Harper Donahue, Human Resources  
DATE: January 13, 2013  
SUBJECT: Police Property Supervisor

At the request of the Chief of Police, Noble Wray, and the Records Section Manager, Sue Fichtel, I have studied the position (#3529) of Police Property Supervisor (CG18/R05), currently occupied by Mr. Mark Packard. After reviewing the position description (attached), and meeting with the Records Section Manager and the incumbent, I recommend that the Police Property Supervisor classification be moved to CG18/R08 for reasons outlined in this memo.

The Police Property Supervisor class spec (attached) identifies

*...professional supervisory and program administration work in directing the operations and staff of the Police Department's property, equipment and evidence systems. The work involves developing and continually reviewing systems, policies and procedures; planning, budgeting for, and scheduling work and staff; identifying and resolving technical and operational problems. The work is performed under the general supervision of the Police Records Manager and may, in emergency situations, involve the performance of the work of lower level staff.*

Specific responsibility may include

- *Plan, organize, direct, and schedule the day-to-day operations (e.g., tracking, storage, distribution, etc. of Police property and evidence) of the Police Property Unit. Perform daily review of reports and make decisions on the release of property, including the maintenance of the appropriate chain of evidence and the timely release or destruction of designated items of property. Review complaints and provide follow-up for all parties involved.*
- *Supervise the staff (e.g., Police Property Clerks and Bicycle Recovery Specialist) of the Property Unit. Provide training and guidance and initiate and participate in employee selection, discipline and grievance handling. Evaluate staff performance and develop approaches to improve performance, when necessary. Coordinate staff schedules, prepare Unit payrolls, approve staff leave and authorize overtime work. Perform other Unit reporting, recordkeeping, administrative and related work as necessary.*
- *Recommend and implement random and routine audits of established systems and staff work and assist in providing information and access for audits performed by outside parties. Review property and evidence transactions and reports for accuracy and completeness. Address variances from established policy and procedures with staff and other Police Department personnel. Forward those issues needing further attention to the appropriate commanding office and attend staff meetings, as necessary.*

When created, supervisory duties over the Department's Property Unit were the bulk of the position's responsibilities. While the updated position description shows that staff supervision occupies approximately 30% of the incumbent's time, other responsibilities now make up the majority of the work. While the work has always been described as "reviewing systems, policies and procedures; planning, budgeting for, and scheduling work and staff; reviewing the quality and quantity of work through regular oversight, inventories and audits; supervising staff; and dealing with technology problems," drastic changes to protocol were made which elevated the level of work. When hired in 2010, the incumbent was given a very clear directive by the Chief of Police to revamp current protocols. As such, research led the incumbent to the International Association for Property & Evidence (IAPE). With the support of the Chief of Police and the Police Records Section Manager, IAPE Certification and adherence to IAPE standards led the incumbent to establish more professional staffing requirements, and a total overhaul to MPD's policies and

procedures as they relate to the packaging of property and evidence, documentation, storage facilities, both temporary and long-term storage controls, and various controls for the storage of money, drugs and fire arms.

In reviewing the updated materials, it is apparent that the Police Property Supervisor has greater delegated authority and involvement over the Department's property, equipment and evidence systems than what was initially suggested when the position was last studied. As such, it is appropriate that the position be moved to a higher salary range, appropriate with the increased level of responsibility. This is a unique classification as there are no directly comparable positions within the City's current classification system. However, when determining proper range placement, strong consideration is being given to City classifications that have levels of responsibility that appear to be both higher and lower when compared to the work being performed by the incumbent. After careful consideration it appears that placement in Compensation Group 18 at Range 08 is most appropriate as the level of work appears to be comparable to other classifications found in CG18 at Range 08. Consideration is also given to the fact that the Police Property Supervisor reports directly to the Police Records Section Manager, which is initially placed in Range 10 as a "Police Records Section Supervisor" before gaining necessary KSA's to warrant placement at Range 12. Even at Range 10, the Police Records Section Supervisor is "is responsible for coordinating the development, implementation and supervision of the Police Department Records Section and related budgets." This includes ultimate authority over the Court Services Unit, Automated Report Systems Unit, Records Unit and Property Room.

While there are no directly comparable positions within the City's current classification system, I found that similarities with work associated with both the Housing Site Manager (CG18/R08) and Recreation Services Coordinator (CG18/R08) classifications warranted further consideration for purposes of comparison and possible placement. The work of the Housing Site Manager is described as, "*responsible supervisory and administrative work in directing the operations and services of federally subsidized housing programs/facilities. Work involves developing and maintaining effective tenant relations, coordinating centralized facility maintenance and administrative activities, and administering directly-related housing programs.*" The work of the Recreation Services Coordinator is described as, "*responsible supervisory and administrative work in planning and directing various programs within the City Parks Division, to include kiosk vending, winter facilities, and the boat launch program... also responsible for coordinating and implementing major Parks Division community events, such as "Ride the Drive," community nights and other events.*"

While placement in Range 8 appears to be most appropriate in line with the City's classification system, subsequent meetings with the incumbent and Records Section Manager, and supplemental materials received from the incumbent, indicate their strong belief that duties and responsibilities associated with the Property Supervisor classification are more comparable to Police Information Systems Coordinator (CG18/R10). It should be noted that my findings from this study are not reflective of the quality of work performed by the incumbent, nor is it a reflection of his volume of work. Rather, it is clear that the incumbent is an excellent worker who performs high quality work for MPD and has tremendously improved procedures and controls associated with MPD's management of sensitive property, equipment and evidence. However, when conducting a position study, it is our responsibility to evaluate the duties and responsibilities assigned to a position to make a final determination as to how those duties and responsibilities, and the associated levels of discretion, judgment, and other factors, compare to other positions within the City's classification system. To ensure the integrity of the City's classification plan, a study must be focused on the factors mentioned above, and described more fully in the City of Madison Personnel Rules.

It is appropriate to specifically address the Police IS Coordinator classification, which was strongly suggested by the incumbent and the Records Section Manager.

#### Police Information Systems Coordinator (CG18/R10)

The Police Information Systems Coordinator class spec identifies

*"...This is advanced level professional work in the planning, development, coordination, implementation and operation of diverse automated information systems/services within the Madison Police Department; providing required coordination with the Information Services Department; providing technical assistance to Department staff; and identifying and coordinating the response to training needs. The employee, under the*

*general supervision of command staff, exercises considerable judgment and leadership, in meeting program objectives.”*

Both classifications share staff supervision responsibilities, but when comparing these two positions, differences in the working levels of supervised staff should be noted as the IS Coordinator supervises professional staff, 3 Management Info Specialist 2's (CG18/R08), and an Analyst (CG18/R08), while the Property Supervisor supervises five represented staff; 5 Police Property Clerks (CG16/R07) and an hourly Bicycle Recovery Specialist. Outside of assumed supervisory responsibilities, it is difficult to draw relevant comparisons between these two positions as the nature of the work is not comparable. When noting the IS Coordinator for comparison purposes, it was mentioned by the incumbent that both positions (IS Coordinator & Property Supervisor) have agency wide impacts on agency operations. While the Property Supervisor manages operations associated with the Police Department's property, equipment and evidence systems, the IS Coordinator is responsible for managing information systems/service needs for the entire department which includes recommending, developing, coordinating, and implementing appropriate technological enhancements, processes, and standards that have an agency wide impact. It should also be noted that the Records Sections Manager maintains ultimate responsibility for the Property Room.

Again, while there are no directly comparable positions found within the City's current classification system, it appears that the level of work associated with the Police Property Supervisor classification is most comparable to classifications found in Range 8 of CG18. As such, I recommend recreating the Police Property Supervisor classification in CG18 at Range 08, and reallocating the incumbent to the new range. In light of the recommended placement in Range 08, the training and experience language for the Police Property Supervisor has been updated to include IAPE Certification requirements.

The necessary Ordinance and Resolution has been prepared to implement this recommendation.

Attachments

Compensation Group/Range	2014 Annual Minimum (Step 1)	2014 Annual Maximum (Step 5)	2014 Annual Maximum + 12% longevity
18/05	\$49,852	\$57,800	\$64,740
18/08	\$55,560	\$65,931	\$73,840

cc: Randy Gaber – Interim Chief of Police  
Sue Fichtel – Records Manager  
Mark Packard – Police Property Supervisor  
Mike Lipski – HR Services Manager