

TO: Personnel Board
FROM: Harper Donahue, Human Resources
DATE: April 10, 2015
SUBJECT: Police Property Clerk

At the request of the Chief of Police, Michael Koval, and the Records Section Manager, Sue Fichtel, I have studied the Police Property Clerk 1 classification, currently occupied by Ms. Mary Jorenby, Ms. Shelby Patterson, Ms. Becky Rude, Mr. Brad Pottinger, and Mr. Brad Zemp. After reviewing the position description (attached), and meeting with the Records Section Manager, the former and current Property Room Supervisor and several of the incumbents, I recommend updates to the currently obsolete Police Property Clerk 2 (CG16/R08) classification to allow for career ladder advancements for Property Clerk 1's (CG16/R07) after satisfying stated objectives.

The current Police Property Clerk 1 Class Spec (attached) identifies

...responsible physical and clerical work in the receipt, storage, issuance, and/or disposal of property and evidence acquired by the Police Department. Work requires judgment in following established property and evidence procedures and maintaining accurate records. Work is performed under the general supervision of the Police Property Supervisor.

The obsolete Police Property Clerk 2 Class Spec (Attached) identifies

... responsible advanced-level physical and clerical work in the receipt, storage, issuance, and/or disposal of property and evidence acquired by the Police Department. Work requires judgment in prioritizing and carrying out tasks, following established property and evidence procedures, and maintaining accurate records. An employee in this class may provide intermittent leadership to assigned staff. Work is characterized by on-going responsibility for a substantive element of Police Property work (e.g., the coordination of police vehicle movement and the disposition of impounded vehicles). Work is performed under the general supervision of the Police Property Supervisor.

Previously, these two class specs were distinguished by the more advanced levels of work being performed by the Property Clerk 2 which involved technical work related to the maintenance and servicing of Police property and vehicles, "intermittent leadership to assigned staff," and "the coordination of police vehicle movement and the disposition of impounded vehicles." However, the Police Property Clerk 2 classification became obsolete when the Automotive Service Worker classification, also in CG16 at Range 08, was created. While the Automotive Service Worker classification maintains primary responsibility for "routine manual and semi-skilled work in servicing motor vehicles and in coordinating the schedules of motor vehicle preventative maintenance program for the Madison Police Department," the Property Clerks maintained responsibilities related to the disposition of impounded vehicles and are routinely expected to provide oversight to MPD's Vehicle Impound Facility.

Currently, Property Clerks are hired at Range 07 and remain at Range 07. However, in recent years the department has adopted recommended standards and procedures from the International Association of Property and Evidence (IAPE). Adherence to IAPE standards has led to 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. IAPE standards are recognized and training is required for all incumbents. However, the task of obtaining actual IAPE Certification is optional.

With the new certification and the work at the Vehicle Impound Facility, MPD management recommends, and I agree, that the level of Police Property Clerk 2 be recreated. Movement to the Level 2 classification would be accomplished upon the incumbent obtaining IAPE Certification and demonstrating independent oversight responsibility for the Vehicle Impound Facility and the other tasks associated with the Police Property Clerk 1 position, but generally at most within two years of starting employment as a Police Property Clerk 1. If an incumbent does not wish to become certified, it is not required, but that incumbent will remain a Police Property Clerk 1. It is appropriate to recreate this classification in its original placement in Range 8. Although the position has less responsibility relative to the police vehicles, this is offset by the new certification requirement, making Range 8 the appropriate level.

While placement in Range 8 appears to be most appropriate, after receiving IAPE Certification and being properly trained to adequately provide oversight to MPD's Vehicle Impound Facility, subsequent meetings with the incumbents indicate a strong belief that duties and responsibilities associated with the Property Clerk classification are more comparable to the work of the Parking Enforcement Officer (CG16/R11). It is appropriate to address this classification, as it was strongly suggested by the incumbents.

Parking Enforcement Officer (CG16/R11)

The Parking Enforcement Officer class spec identifies

"...responsible uniformed work in the enforcement of City parking ordinances for the Police Department. Working under the limited supervision of the Parking Enforcement Supervisor, employees are assigned walking or driving beats to enforce overtime violations, illegal parking, improper use of special permits and related violations. Work involves considerable judgment and discretion in taking enforcement actions and/or providing related information/clarifications. Employees also identify abandoned or stolen vehicles and vehicles with outstanding warrants and initiate appropriate action to include towing/impoundment. Work involves performing a variety of standard recordkeeping and reporting activities."

For compensation placement purposes, it is not appropriate to compare these two positions as the overall nature of the work being performed by these two classifications is difficult to compare. While current Property Clerk incumbents can look at the duties being performed by the Parking Enforcement Officers (PEO) and feel confident in their ability to perform such work, a position study for compensation placement purposes focuses on departmental needs and actual work being performed by the incumbents. Both classifications have public contact, but the extent of that public contact differs greatly. For instance, PEOs are responsible for writing tickets and enforcing ordinances. The PEO is dealing with the public almost constantly throughout the course of a shift, and must support written tickets by testifying as required. A PEO may be required to "respond to subpoenas from the City Attorney's Office and testify in court on parking issues, specific violations or fraud cases," in comparison, a Property Clerk may simply be required to "respond to subpoenas and testify to the receipt and disposition of police property." The level of public contact is clearly highlighted in the above class spec paragraph describing the work of the PEO. Contrast that with the language above describing the work of the Police Property Clerk, where the same level of judgment and discretion is not found. Both the PEO and Property Clerk classifications are housed in Compensation Group 16 of the City's classification system but it should be noted that positions in Comp Group 16 are generally more "technical and/or field" related in nature while Comp 20 positions are generally more "administrative" in nature. As noted by the incumbents in their position study request materials, "In the past, the Police Property Clerk performed equipment maintenance tasks for

commissioned personnel such as registering police vehicles, cleaning firearms, maintaining radios, and recharging batteries, but those duties are no longer performed by the Property Clerk. The position has become less maintenance related and more focused on office tasks and the processing of criminal evidence.” The previous work of the Property Clerk 1 and 2 (currently the work of the Auto Services Worker) warranted placement in Comp Group 16, but as is, the Property Clerk classification is more comparable to administrative positions found in Comp Group 20.

Based on the City’s classification conversion chart, a position in CG16 at Range 07 (Property Clerk 1) is comparable to positions placed at Range 09 in CG 20. With this understanding it is easier to start the process of comparing the duties and responsibilities of the Property Clerk 1, including duties that were highlighted by the incumbents when initiating this position study, with other City classifications. Key features highlighted by the incumbents include:

- Right of Refusal Process: *“Independent decisions when accepting evidence into the Property Room. The implementation of a refusal process placed responsibility on the Police Property Clerk to ensure that all items meet the Madison Police Department Property Room Packaging Guide standards.”*
- Law Enforcement Records Management System (LERMS): *“...has placed new demands on the Police Property Clerk to enter and track additional data. The process to enter evidence into the system is more complicated now than in the past as more information is collected resulting in a heavier work load to process incoming items. The process for tracking evidence through the system is also more complicated and the Police Property Clerk must know each step of the process and the appropriate data entries and paperwork involved.”*
- International Association of Property and Evidence (IAPE): *“The Police Property Clerk position is evolving into a professional position with a high level of responsibility for processing criminal evidence, helping to create standards for the Madison Police Department, and working with officers and detectives to ensure standards are met. The Property Clerks are trained in the IAPE standards and have the option to take the certification test to become Certified Property and Evidence Specialists (CPES).”*
- Evidence Reviews: *“Police Property Clerks are required to perform a detailed review of evidence that has been in the Property Room for a defined amount of time. This review entails reading case reports and researching court records to determine whether the case has been completed and whether the suspect’s sentence has been served. If certain departmental criteria are met, the Police Property Clerk then prepares paperwork for the department authorized personnel to determine a disposition for the evidence.”*
- Unit Procedures: *“... working with the supervisor to develop, standardize, and document procedures. These procedures are being documented in both internal documentation for the Property Room and in the external documentation for commissioned staff who submit property and evidence. The unit has written a Property Room procedure manual, several procedure documents for commissioned staff, updated several forms, and is in the process of writing a packaging guide for commissioned staff. The Police Property Clerks have assisted in writing and have participated in reviewing the procedural documents.”*

- Supply Inventory: “... are responsible for maintaining the packaging supply inventory for all six intake rooms. This responsibility involves researching pricing to obtain the best price, maintaining a vendor list, and ordering supplies. The Police Property Clerks also distribute supplies to the five districts plus the Narcotics and Gang Task Force on a daily basis.”
- Computer Troubleshooting: “With the implementation of the new LERMS computer system in December 2012, Police Property Clerks provide troubleshooting assistance to commissioned staff when they are entering data in LERMS. New bar code labels and receipt printers were also installed in each district intake room and Police Property Clerks maintain the printers and provide basic troubleshooting assistance.”

Again, with the understanding that based on the City’s classification conversion chart, a position in CG16 at Range 07 (Property Clerk 1) is comparable to positions placed in CG 20 at Range 09; I’ll attempt to make comparable comparisons. Currently, found in CG 20 at Range 09 is the City’s Administrative Clerk classification. While specific duties and responsibilities of the Admin Clerk may vary by Department or even by Departmental Unit, the Administrative Clerk classification identifies:

“... responsible administrative support work in the implementation and coordination of a specified office function necessitating judgment, discretion, and initiative in the interpretation and application of program policies, procedures and processes. Work at this level is characterized by ongoing responsibility for an assigned program support activity. Employees in this classification may serve as an agency/department/division payroll clerk, may be the first contact for purchasing, may be responsible for preparing meeting agendas or minutes in the Legistar system, or may perform other administrative tasks. Work is normally performed under the general supervision of a professional or administrative supervisor. Employees may provide oversight to lower-level clerical employees as assigned.”

Many of the functions highlighted by the incumbents are duties and responsibilities that would be appropriately assigned to an employee working at the level of an Admin Clerk or other positions found in CG20, Range 9. For instance, in regards to “Evidence Reviews,” the work described by the incumbents would more than appropriately be assigned to a Judicial Support Clerk 1 (CG20/R09). At the same level, examples of duties and responsibilities of the Judicial Support Clerk 1 classification include:

“Prepare procedural documentation which includes notice of dispositions, pre-trial notices, payment schedules, signature bonds, and other related documents. Provide general assistance to the judge during court proceedings as directed.

Perform procedural activities in support of court functions. Download tickets from City network into Court System software. Receive, date stamp, file tickets. Verify tickets to calendar and police department records, prepare calendar, and check in defendants at arraignment. Check confidential juvenile records for prior convictions. Gather school attendance data and truancy reports. Docket court pleadings and enter defense counsel information on automated system. Prepare notices and assessment forms and distribute to appropriate parties. Receipt bonds posted prior to arraignment.

Respond to court findings by determining and initiating appropriate follow-up actions. Prepare conviction information to send to Department of Motor Vehicles. Receipt money paid on fines. Prepare default judgments and distribute. Prepare court order of driver’s license suspensions. Maintain Municipal Court case files by docketing pleadings, receipts and other documents. Enter tickets on automated system after in-custody arraignments.

Explain municipal court rules and procedures and various options for case tracking and disposition. Receive, refer and/or respond to phone calls, in-person contacts and routine correspondence. Provide appropriate

information, while maintaining required neutrality, in response to a wide variety of inquiries regarding technical court procedures and case status. Maintain confidentiality of records, information and court proceedings as required.

Perform general office support functions. Participate in the development of office procedures. Certify true copies of court records. Receive funds consistent with court findings. Prepare daily receipts for deposit with City Treasurer. Reconcile deposit to receipts. Perform related cashing and recordkeeping activities."

Of the highlighted functions that were previously mentioned by the incumbents, special attention should be given to "Computer Troubleshooting." While program familiarity may allow incumbents to adequately address and respond to routine issues, the overall ability to "troubleshoot" computers is not a duty or requirement that is expected of the Property Clerks. During position study meetings with the incumbents, it was mentioned several times that one of the incumbents personally has a great deal of knowledge in regards to computer related issues. However, this is not an expectation for this position; the expectation is for MPD's IMAT Team (Information Management and Technology) to address such issues. In addition, ensuring that the label and receipt printers are functional is within the purview of the Admin Clerk classification. Many Admin Clerks are responsible for basic troubleshooting responsibility as it relates to the network printer/copiers in their respective departments, including the Admin Clerks in HR.

While justification to support placement in CG16/R11 was not found, expectations of Vehicle Impound facility oversight, along with increased levels of professionalism associated with IAPE standards, supports the creation (or recreation) of a Property Clerk 2 classification to allow career ladder advancement. As such, I recommend recreating the Police Property Clerk 2 classification in CG16 at Range 08, and reallocating the qualifying incumbents to the new range. In light of the recommended placement in Range 08, the training and experience language for the Police Property Clerk has been updated to include IAPE Certification requirements and oversight of MPD's Vehicle Impound Facility.

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

Attachments

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum + 12% longevity
16/07	\$41,336.62	\$46,380.10	\$51,945.71
16/08	\$42,412.24	\$47,680.88	\$53,402.59

- cc: Michael Koval – Chief of Police
 Sue Fichtel – Records Manager
 Lorie Anderson – Police Property Supervisor
 Mike Lipski – HR Services Manager
 Greg Leifer – Employee & Labor Relations Manager