

POLICE PROPERTY CLERK 1-2

CLASS DESCRIPTION

General Responsibilities:

This is responsible physical and clerical work in the receipt, storage, issuance and/or disposal of property and evidence acquired by the Police Department and requires advanced recordkeeping skills and knowledge of a variety of computer programs and software. Work requires adherence to departmental property and evidence procedures. The work may also involve other miscellaneous functions associated with police vehicles and equipment. Work is performed with minimal direct supervision, although disposition of property must be authorized by the supervisor or commissioned officer.

This series is structured to provide for career progression from Property Clerk 1 to Property Clerk 2 based 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.

The various levels in this series are structured as follows:

Property Clerk 1

This is entry-level work in the Police Property Room, learning the various areas of work and performing routine tasks. The work is structured to provide increased independence of action in all areas of the Property Room as expertise is gained through on-the-job training and experience, and external training through IAPE.

Property Clerk 2

This is advanced-level and leadership work performing work in all areas of the Police Property Room. Employees at this level are expected to field complex inquiries related to the receipt, storage, issuance and/or disposal of property and evidence acquired by the Police Department. The work is characterized by the broader application of knowledge attained as a Certified IAPE Certified Property and Evidence Specialist and through continued on-going training.

Examples of Duties and Responsibilities:

Property Clerk 1

Receive, store, transfer, retrieve, and release impounded, abandoned, unclaimed, and recovered stolen property including property material, and/or hazardous substances held as evidence in criminal investigations (i.e., blood, bodily fluids, guns, knives, etc.). Secure, safeguard, and document property and evidence through adherence to prescribed departmental rules and procedures, as well as state and local statutes.

Regularly retrieve property from all police district stations, the fire department, and remote sites (at the request of department personnel). Transport property to the central property room or alternate storage site as necessary. Secure and maintain property through temporary changes in location or custody until final disposition.

Maintain proper chain of custody of property/material from receipt through final disposition through use of computer programs or software and the use of property tags, release receipts, case records, and other forms. Using various computer programs and resources, prepare correspondence to initiate disposition of property. Follow departmental guidelines and procedures for disposition of hazardous materials, guns, knives, explosives, drugs, biological evidence, currency, etc. Author and submit police reports outlining actions relevant to associated cases.

Respond to inquiries from internal and external sources regarding receipt and storage of property and to determine disposition of property. In person and by telephone provide assistance regarding property related matters.

Regularly assist released inmates in retrieving personal property and referring them to the proper authority for retrieval of items indicated as evidence. Document property released to and returned by the Wisconsin State Crime Lab (WSCL). Notify department personnel of property returned by the WSCL and whether or not action needs to be taken to properly receive items into the property system. Document the receipt and disposition of currency held as personal property or turned in as found or stolen.

Periodically perform inventories of property stored at all sites using a barcode scanning system. Address and resolve discrepancies or issues related to chain of custody, disposition, etc. Regularly clean and maintain air-dry lockers in accordance with established standards.

Stock and maintain inventory of supplies used in intake rooms. Check identification numbers of property to determine if stolen.

Provide assistance and supplies for special events and auctions. Maintain presence on-site as directed or needed. Respond to subpoenas and represent the interests of the property department and testify as to the receipt of property, the chain of custody, etc. Develop, standardize, and document procedures. Provide training to new employees and periodically assist department employees with property room procedures.

Perform related work as required.

Property Clerk 2

Perform all of the duties of the Property Clerk 1, but with a greater degree of independence.

Provide oversight to MPD's Vehicle Impound Facility.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Property Clerk 1

Working knowledge of advanced filing and recordkeeping procedures, including experience with data entry and retrieval of data utilizing a personal computer and networked programs and software. Working knowledge of and ability to use computer software applicable to the duties of the position, including familiarity with the Internet to locate resources and perform research in support of a variety of departmental procedures. Knowledge of chain of custody procedures as it relates to handling and storing evidence. Ability to keep accurate property and evidence records and to make accurate reports. Ability to maintain accuracy under stressful conditions. Ability to understand and follow written and oral directions, as well as department policies, regulations, and procedures. Ability to establish and maintain effective and courteous working relationships with staff and the general public. Ability to interact and maintain composure with citizens who are often irate, argumentative, and emotional. Ability to keep confidential the nature of property or evidence in the department's possession as well as information in police reports. Ability to communicate effectively, both orally and in writing. Ability to maintain adequate attendance.

Property Clerk 2

Thorough knowledge of advanced filing and recordkeeping procedures, including experience with data entry and retrieval of data utilizing a personal computer and networked programs and software. Thorough knowledge of and ability to use computer software applicable to the duties of the position, including familiarity with the Internet to locate resources and perform research in support of a variety of departmental procedures. Working knowledge of chain of custody procedures as it relates to handling and storing evidence. Ability to keep accurate property and evidence records and to make accurate reports. Ability to maintain accuracy under stressful conditions. Ability to understand and follow written and oral directions, as well as department policies, regulations, and procedures. Ability to establish and maintain effective and courteous working relationships with staff and the general public. Ability to interact and maintain composure with citizens who are often irate, argumentative, and emotional. Ability to keep confidential the nature of property or evidence in the department's possession as well as information in police reports. Ability to communicate effectively, both orally and in writing. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Property Clerk 1

Two years of experience performing stock clerk and/or related computerized recordkeeping functions. Possession of a 4 year degree from an accredited college or university may be substituted for the experience requirements. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

Property Clerk 2

At least 12 months of service in the Madison Police Property Room. Such experience would normally be gained after two years of experience performing stock clerk and/or related computerized recordkeeping functions. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Possession of a valid driver's license or the ability to meet the transportation requirements of the position.

Ability to be bonded.

Police Property Clerk 2

IAPE Certification as a Certified Property and Evidence Specialist upon appointment.

Physical Requirements:

Incumbents will be expected to lift and carry objects weighing up to 50 pounds. In addition, incumbents will be expected to climb ladders, store, and retrieve property from awkward locations, and load and unload items into a van or other vehicle. Finally, incumbents must have normal color vision.

Department/Division	Class Title	Comp. Group	Range
Police Department	Property Clerk 1	16	07
Police Department	Property Clerk 2	16	08

Approved: _____
Brad Wirtz
Human Resources Director

Date