

POLICE PROPERTY SUPERVISOR

CLASS DESCRIPTION

General Responsibilities:

This is responsible supervisory and program administration work involving the operations and staff of the Police property, equipment and evidence systems. The work involves developing and continually 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. The work is performed under the general supervision of the Police Records Section Supervisor or Manager and may, in emergency situations, involve the performance of the work of lower level staff.

Examples of Duties and Responsibilities:

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.

Provide ongoing review of existing property, equipment and evidence systems (manual and computerized) and physical facilities. Investigate, recommend, and implement new technologies and work systems. Review policies and procedures, including department-wide procedures, to identify issues and problems and recommend corrective actions. Using input from staff and commanding officers, develop and/or revise operating systems, policies, procedures and appropriate manuals and training materials.

Implement periodic property and evidence inventories of all property and evidence held in Police storage areas under Unit control. Supervise the progress of inventories, report irregularities to commanders, and assist in the resolution of discrepancies.

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.

Coordinate the investigation and resolution of hardware and software problems. Coordinate the implementation and ongoing use of other technology such as bar coding.

Oversee administrative procedures relative to impounded vehicles. Develop and recommend modifications with staff to improve the processing of these vehicles.

Provide data relative to property and evidence retention and necessary supplies and equipment for capital and operating budget requests. Coordinate periodic auctions of abandoned/unclaimed property held in Police storage.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Working knowledge of the principles and operational components of computerized property tracking, distribution and inventory control systems. Working knowledge of administrative processes and procedures relating to office and program management, budgeting, systems development/revision and implementation, and other related activities. Knowledge of supervisory principles and techniques. Ability to supervise the work of subordinates, including training, scheduling, performance evaluation, and establishment of work priorities. Ability to issue, explain, and follow written and verbal directions, policies and procedures. Ability to evaluate and develop systems and procedures and prepare necessary written documentation and training materials. Ability to prepare and analyze administrative and management information reports. Ability to learn the computerized property and evidence system and other aspects of Police property control and related Police policies and procedures. Ability to troubleshoot basic computer, computer network and related technology issues. Ability to communicate effectively, both orally and in writing. Ability to represent program interests in a variety of committees/agencies. Ability to establish and maintain effective working relationships with employees, other department staff, other governmental agencies and the general public. Ability to deal effectively with irate customers. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

One year of responsible experience managing a computerized distribution and warehousing system or a police property program, including and/or supplemented by one year of experience in directly supervising subordinate staff. Such experience will normally be attained after graduation from college with a degree in Business Administration or a related area or completion of a two-year Associate Degree in Business Administration or Computer Science plus two additional years of related experience. 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 these positions will also be considered.

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

Necessary Special Qualifications:

Ability to meet the transportation needs of the position. Ability to be bonded.

Ability to obtain IAPE Certification by the completion of the probation period. Failure to obtain the certification within the required time period may result in forfeiture of the position, absent extenuating circumstances.

Physical Requirements:

Employees in this position will be expected to lift up to 50 pounds on a regular basis. Employees will be required to sort and organize police property and must be able to place property on shelves. In addition, they must be able to frequently stand, walk, bend, kneel, stoop, reach overhead and repeatedly lift property.

Department/Division	Comp. Group	Range
Police Department	18	08

Approved: _____
Brad Wirtz
Human Resources Director
Date