

Proposed

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Mark Packard

Work Phone: 608-267-1982

2. Class Title (i.e. payroll title):

Police Property Supervisor

3. Working Title (if any):

Police Property Supervisor

4. Name & Class of First-Line Supervisor:

Sue Fichtel, Records Manager

Work Phone: 608-266-4950

5. Department, Division & Section:

Madison Police Department

Records Section

Police Property Unit

6. Work Address:

211 S. Carroll St
Madison, WI 53703

7. Hours/Week: 38.75

Start time: 0800 End time: 1630

8. Date of hire in this position:

08/08/2010

9. From approximately what date has employee performed the work currently assigned:

08/08/2010

10. Position Summary:

This is professional supervisory and program administration work in directing 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; identifying and resolving technical and operational problems. Represent Department and program interests in intra/inter agency work; and perform related administrative tasks. Under the general supervision of the Police Records Manager work necessitates considerable judgment and discretion in administering and securing the Police Property Program. In emergency situations, involve the performance of the work of lower level staff. Incumbents in this position may be required to respond to calls that arise outside regular work hours.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 30% A. Supervise Police Property Unit Personnel and related operations
1. Provide direction, respond to questions and clarify policies, procedures and interpretations to property room staff.
 2. Develop training materials, train and orient property clerks on related operating procedures, administrative requirements, etc.
 3. Evaluate staff performance and develop approaches to improve performance when necessary.
 4. Coordinate Staff schedules, prepare Unit payrolls, approve staff leave and schedule overtime work.
 5. Provide consultation and direction on the more complex and/or judgmental aspects of the work.
 6. Perform other Unit reporting, record keeping, administrative and related work as necessary.
 7. Facilitate daily briefings and prepare related documentation.
- 50% B. Direct responsibility for property systems.
1. Plan, organize, direct, and supervise the day-to-day operations of the Police Property Unit.
 2. Utilizing State and Local Statutes, Department Policy/Procedure and Police Reports, 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.
 3. Provide ongoing review of existing property, equipment and evidence systems (manual and computerized) and physical facilities.
 4. Research, plan and implement new technologies and work systems.
 5. Coordinate the investigation and resolution of hardware and software problems.
 6. Coordinate the implementation and ongoing use of other technology such as barcoding.
 7. Coordinate, schedule and perform preventative and corrective maintenance on applicable forensic equipment.
 8. Evaluate and improve Unit processes and procedures.
 9. Develop, coordinate and or revise operating systems, policies, procedures and appropriate manuals and training materials.
 10. Direct periodic property and evidence inventories of all property and evidence held in Police storage areas under Unit control.
 11. Supervise the progress of inventories, report irregularities to the Police Records manager and oversee the resolution of discrepancies.
 12. Coordinate and oversee implementation of random and routine audits of established systems and staff work and assist in providing information and access for audits performed by outside parties.
 13. 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.
 14. Direct compliance and institute corrective action and forward issues needing further attention to the appropriate commanding office.
- 20% C. Other responsibilities.
1. Develop, recommend, and implement Record Section policies and procedures.
 2. Participate in section staffing and resource allocation plans.
 3. Maintain a working knowledge of all of Units within the Records Section and perform basic supervisory duties for employees in the absence of the Unit Supervisor.
 4. Attend staff meetings and participate in strategic and operational planning, as necessary.
 5. Coordinate and manage facility operations through City and contracted services.
 6. Oversee administrative procedures relative to impounded vehicles.
 7. Evaluate and improve procedures in processing vehicles.
 8. Provide data relative to property and evidence retention and necessary supplies and equipment for capital and operating budget requests.
 9. Coordinate periodic auctions of abandoned/unclaimed property held in Police Storage.

10. Attend Management and Support Command-level meetings in the absence of the Records manager.
11. Provide testimony in court.

12. Primary knowledge, skills and abilities required:

Thorough 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, provide leadership and coordinate the work of subordinates, including training, scheduling, performance evaluation, and establish 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 information reports. Ability to learn and apply the functionality of the computerized property and evidence system and other aspects of the police property control and related police policies and procedures. Ability to troubleshoot basic computer, computer network and related technology issues. Ability to perform corrective and preventative maintenance on forensic electronic equipment. 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.

13. Special tools and equipment required:

14. Required licenses and/or registration:

IAPE Certification

15. 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.

16. Supervision received (level and type):

Performed under the general supervision of the Records Manager

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.