CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE: Police Property Control Technician, Senior
BAND/LEVEL: TEC II
DEPARTMENT: Police
JOB NO: 5872
DIVISION: Services Bureau - Support Services
DATE: 08/05/2018
REPORTS TO: Supervisor, Property Unit
FLSA STATUS: Non-Exempt
FT/PT/SEASONAL: Full-time
COST CENTER: 221
REPLACES: New Position
LAST REVISED DATE: N/A

JOB SUMMARY STATEMENT:
Performs a variety of technical and administrative duties, maintains custody and control of evidence and recovered property from the time received to final disposition of cases, while maintaining integrity and accountability during a fast paced environment. Maintains various paper and computerized records and files. Testifies in court. Prepares auction items for internet auction services (Property Room.com). Requires the ability to apply technical judgement to produce meticulous and consistent results in complex situations and while under pressure. Requires accountability to provide detailed record keeping through various software applications, detailed documentation and specific bar coding. Work can be tedious, requires extreme attention to detail and physically demanding at times.

DUTIES AND RESPONSIBILITIES:

1. Performs three essential job functions on a rotation basis as: Police Property “Check In”, Internal/External Customer Service and Property “Pick up”, which demands the application of specialized knowledge and ability to make sound judgement; quickly and while under pressure.

2. Navigates through several computer applications: NICHE Records Management System, Legacy Records Management System, JIMS, NCIC, Full Court, REJIS, PR Scan, III and Integraph.

3. Applies time management, multi-tasking, quick decisions, consistent conflict resolution and the ability to work under pressure in an intense environment.

4. Receives, logs, inventories, processes, stores, releases and disposes items of evidence and abandoned or found property which include weapons, narcotics and money; ensures incoming property has proper documentation and packaging. Checks all applicable items with serial numbers through the NCIC computer systems for stolen items and notifies appropriate police personnel when stolen items are identified. Identifies items requiring in-house analysis.

5. Tracks the movement of and maintains chain of custody documentation for all property and evidence; retrieves, packages, releases to personnel, prepares and transports property and evidence to crime labs, courts and District Attorney’s offices, and/or to storage; inspects, verifies receipt of, and places property back in original or new location when returned. Runs criminal history background checks prior to releasing firearms and weapons.

6. Utilizes computerized files, records and multiple spreadsheets for data entry, bar coded applicable items, logs all property and evidence and maintains accurate manual and computerized record control systems.

7. Coordinates and prepares the release, destruction, and disposal of adjudicated, obsolete, and unclaimed
property and evidence as authorized; develops correspondence instructing property owners of the disposition of property; releases items to rightful owner; pulls and processes items to be destroyed or auctioned on PropertyRoom.com.; disposes of controlled substances in manner directed; arranges for transfer of money to Finance Department; and prepares associated reports.

8. Schedules appointments with detectives/officers to exhibit items to citizens, attorneys and others. Ensures a secure area for viewing and answers all questions regarding packaging and chain of custody. Follows proper protocol in releasing and retrieving items.

9. Testifies in court regarding the integrity of property preservation, storage or disposal of items when subpoenaed or as directed by the Court. Gives dispositions as required and ensures chain of custody of all items can be documented.

10. Orders evidence supplies for Police Department. Stocks report writing rooms with evidence packaging supplies.

11. Maintains security of property and evidence storage areas: activates and deactivates alarm system; accesses areas and removes items utilizing the Two-Person Rule; logs in and accompanies all authorized visitors.

12. Serves as “Acting Supervisor” in his/her absence.

13. Observes, provides training and serves as a “Lead” to fellow Police Property Control Technicians, the new hires, Alternate Duty personnel, and volunteers assigned to the Property Unit, and on a daily basis. Provides observation documentation on performance and provides remedial instruction as required, while maintaining and accurate and timely log of information.


15. Maintains and is responsible for application of the JCSO web based electronic Prelog worksheet. Must stay aware of immediate information to assist in responding to questions or potential complications.

16. Serves as a primary point of contact for the Records Management System and Property Module to provide Police Officers with guidance, cross-training and conflict resolution.

17. Triages incoming evident for potential need of scientific analysis needed by outside labs.

18. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.

19. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Basic education or additional equivalent experience.
- Possession of an appropriate, valid driver's license.
- Must maintain an insurable driving record.
- Must successfully pass polygraph exam and police background check prior to employment and be subject to yearly polygraph exams.
- Must have obtained a Certified Property and Evidence Specialist certification from the International Association for Property and Evidence and maintain recertifications as required.
- Must complete continuing education courses, specifically the Basic Evidence Training.
- Must maintain Basic Evidence Technician Training.
- **Access to the Kansas Criminal Justice Information System (KCJIS) is required, so the following KCJIS requirements apply:**
  - Must be at least 18 years of age.
  - Must have not been convicted of a felony or serious misdemeanor.

EXPERIENCE:

- Two years experience as an Overland Park Police Property Control Technician.

SKILLS:

- Analytical skills, including research skills, ability to interpret data, ability to conceptualize and ability to analyze data and information.
- Computer software database creation/maintenance, desktop publishing, presentation, spreadsheet and work processing skills.
- Time management skills, including the ability to manage multiple items.
- Good oral and written communication skills.
- Reading.
- Data entry.
- Group presentation skills.
- Manual dexterity.
- Demonstrates attention to detail
- Computer software skills.
- Human relations/interpersonal skills.

MENTAL REQUIREMENTS:

- Ability to read and comprehend city regulations.
- Diplomacy and judgment.
- Good listening skills.
- Alpha and numeric recognition.
- Ability to work independently.
- Ability to breakdown procedures to individual steps.
- Logical reasoning.
- Mechanical aptitude.
- Ability to carry out assignments through oral and written instructions.
- Good memory skills.
- Ability to train and guide others in property evidence packaging and submitting procedures.
- Ability to recognize and protect confidential information.
- Ability to organize evidence/property and retrieve effectively.
- Ability to multi task.
- Ability to analyze and recommend possible solutions.
- Ability to train and guide others.

PHYSICAL REQUIREMENTS:

- Hand and eye coordination adequate to input computer.
- Visual stamina and acuity to review alpha/numeric data.
- Ability to make and receive phone calls.
- Mobility to testify in court.
- Ability to speak to an individual or group for an extended period of time.
- Ability to operate motor vehicle.
- Ability to handle physical demands of moving, transporting and destroying items.
- SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):
- None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

ESSENTIAL FUNCTIONS

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DURATION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing</td>
<td>Freq.-Const.</td>
<td>depending on amount of material to be handled in locker</td>
</tr>
<tr>
<td>Walking</td>
<td>Freq.</td>
<td>even surfaces</td>
</tr>
<tr>
<td>Sitting</td>
<td>Constant</td>
<td>desk work, depending on material to be handled in locker</td>
</tr>
<tr>
<td>Driving</td>
<td>Occasional</td>
<td>motor vehicle operation</td>
</tr>
<tr>
<td>Bending</td>
<td>Occasional</td>
<td>to pick up items as needed</td>
</tr>
<tr>
<td>Stooping</td>
<td>Occasional</td>
<td>various postures required to complete requirements</td>
</tr>
<tr>
<td>Twisting</td>
<td>Occasional</td>
<td>various postures required to complete requirements</td>
</tr>
<tr>
<td>Kneeling</td>
<td>Occasional</td>
<td>various postures required to complete requirements</td>
</tr>
<tr>
<td>Squatting</td>
<td>Occasional</td>
<td>various postures required to complete requirements</td>
</tr>
<tr>
<td>Crawling</td>
<td>Occasional</td>
<td>various postures required to complete requirements</td>
</tr>
<tr>
<td>Stairs</td>
<td>Frequent</td>
<td>elevator available in building, 4-5 step rolling stool for locker access</td>
</tr>
<tr>
<td>Ladders</td>
<td>Occasional</td>
<td>to access upper shelves in property locker</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIFTING</th>
<th>WEIGHT</th>
<th>HEIGHT</th>
<th>FREQUENCY</th>
<th>DURATION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Misc. Items</td>
<td>up to 50 lbs</td>
<td>3-86 inches</td>
<td>variable</td>
<td>up to frequently</td>
<td>one person lift</td>
</tr>
</tbody>
</table>

*items exceeding 50 lbs are lifted by more than one person

<table>
<thead>
<tr>
<th>CARRYING</th>
<th>WEIGHT</th>
<th>DISTANCE</th>
<th>FREQUENCY</th>
<th>DURATION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Misc. Items</td>
<td>10 lbs</td>
<td>up to 100 ft.</td>
<td>variable</td>
<td>occasional</td>
<td></td>
</tr>
</tbody>
</table>

*items exceeding 10 lbs are typically transported using a rolling cart

<table>
<thead>
<tr>
<th>PUSHING</th>
<th>FORCE</th>
<th>FRQUNCY/DUR</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rolling Cart/ Items on shelf</td>
<td>50 lbs</td>
<td>occasional</td>
<td>loaded cart, or pushing items onto shelf</td>
</tr>
</tbody>
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<tr>
<td>Rolling Cart/ Items on shelf</td>
<td>50 lbs</td>
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<td>loaded cart, or pulling items from shelf</td>
</tr>
</tbody>
</table>
It was reported that there are three separate positions with the property control clerk job, “Pick Up Person”, “Check-In Person”, and “Customer Service Person”. This assessment combines the physical requirements of each of those positions due to the fact that a property control clerk is expected to rotate equally through all three positions.