



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Supervisor, Property Unit	BAND/LEVEL:	MGT II
DEPARTMENT:	Police Department	JOB NO:	5875
DIVISION:	Services Bureau - Support Services	DATE:	08/05/2018
REPORTS TO:	Police Captain	FLSA STATUS:	Non Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	221
REPLACES:	Supervisor, Property Unit	LAST REVISED DATE:	12/01/2017

JOB SUMMARY STATEMENT: Plans, organizes, supervises and participates in the receipt, storage, and release of property and evidence to appropriate personnel and others in accordance with Federal and State laws and City ordinances and Written Directives. Ensures proper procedures, techniques and policies are followed. Maintains and updates records of Unit activity.

DUTIES AND RESPONSIBILITIES:

1. Plans, organizes and supervises the activities and operations of the Property Unit. Assigns and evaluates the work of the property staff. Provides training and staff development. Assists and participates in the receipt, storage and release of impounded property
2. Evaluates and monitors police property operations, procedures, and activities; recommends improvements and modifications when appropriate; ensures compliance with Property Room operating policies, procedures, and Written Directives; and, directs operational protocols relating to storage of evidence.
3. Ensures achievement of department goals and objectives; environmental compliance, and property storage accountability.
4. Coordinates the receipt of items of evidence and property submitted by police officers; which includes the inventory, logging, marking and proper storage of all submitted items to ensure quick retrieval.
5. Supervises the receipt, storage and transfer of money, narcotics, guns, and other high value items to ensure compliance with the Department's established Two-Person Rule.
6. Coordinates the maintenance of files and records regarding the disposition of property; ensures proper inventory, logging and disposition guidelines and procedures are followed.
7. Maintains a proper chain of evidence for all items. As required by the district or municipal court officials, provides court testimony regarding matters related to chain of evidence, property and evidence.
8. Directs the release of impounded property to citizens, sworn police personnel and other law enforcement agencies.
9. Ensures production of monthly reports and reviews all Unit reports for technical accuracy and completeness.
10. Responds to inquiries from law enforcement personnel and citizens concerning property and evidence in custody.
11. Monitors and controls City inventory items assigned to the Unit and budget expenditures.

12. Assists with training officers on the proper packaging of evidence in Post Academy and Block Training, while documenting remedial instruction as required.
13. Coordinates PropertyRoom.com processes to ensure items are properly logged; pickups are appropriately scheduled; and, any necessary reports are printed.
14. Assists with the coordination and implementation of the Property Control Technician Training Program.
15. Conducts quality assurance audits.
16. Administrator for the JCSO web based electronic Prelog system.
17. Hosts International Association of Property and Evidence (I.A.P.E.) training, and coordinates IAPE certification for Property Unit personnel.
18. Employees 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 performance requirements, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments and scheduled work breaks, where applicable, on time.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- High school diploma or equivalent required.
- 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.
- Bachelor's Degree in Criminal Justice or Business Management is preferred.
- Certification from International Association of Property and Evidence is preferred.
- **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:

- 2 years of increasingly responsible experience in law enforcement work and/or handling of property or evidence.

SKILLS:

- Analytical skills.
- Attention to detail.
- Basic math and accounting skills.
- Good written and oral communication skills.
- Supervisory skills, including motivation, delegation of duties, evaluation, etc.
- Time management skills, including the ability to manage multiple concurrent projects and meet deadlines.
- Working knowledge of public sector administration.
- Project management skills, including organization, coordination of duties and/or accomplishment of goals.

- Leadership skills, including strategic planning, goal-setting, assessment, collaboration and decision-making skills.
- Working knowledge of Windows-based presentation, spreadsheet, and word-processing software applications.
- Human Relations/Interpersonal skills.

MENTAL REQUIREMENTS:

- Ability to meet deadlines.
- Diplomacy and judgment.
- Ability to train and guide others.
- Ability to recognize and protect confidential information.
- Ability to prioritize multiple tasks.
- Ability to read and comprehend federal, state, and local policies and regulations.
- Ability to carry out assignments through oral and written instructions.
- Ability to work independently.
- Ability to work in hectic environment with many interruptions.
- Ability to analyze and recommend possible solutions.
- Ability to learn and understand PC software applications.
- Alpha and numeric recognition.

PHYSICAL REQUIREMENTS:

- Ability to make and receive phone calls.
- Ability to identify and distinguish colors.
- Ability to distinguish smells.
- Ability to operate City vehicle.
- Ability to operate hand tools such as bar coding or packaging equipment.
- Ability to work in confined spaces.
- Hand and eye coordination adequate to input computer and typewriter.
- Ability to handle the physical demands of moving, transporting and destroying items.

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Direct:
 - Property Control Technicians

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

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

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Misc. Items	up to 50 lbs	3-86 inches	variable	up to frequently	one person lift

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

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Misc. Items	10 lbs	up to 100 ft.	variable	occasional	

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

PUSHING	FORCE	FRQUENCY/DUR	DESCRIPTION
Rolling Cart/ Items on shelf	50 lbs	occasional	loaded cart, or pushing items onto shelf

PULLING	FORCE	FRQUENCY/DUR	DESCRIPTION
Rolling Cart/ Items on shelf	50 lbs	occasional	loaded cart, or pulling items from shelf

REACHING	DURATION	DESCRIPTION
Below knee height	occ - freq.	various activities require this activity
Below waist height	occ - freq.	various activities require this activity
Forward >2 feet	occasional	to access shelves
Above shoulder height	occasional	to access shelves
Lateral reach	n/a	none reported

FINE MOTOR	DURATION	DESCRIPTION
Gripping	occ-freq	to destroy some properties, small hand tools
Pinching	n/a	none reported
Wrist Flexion / Extension	occasional	to handle materials
Wrist Pronation / Supination	n/a	motor vehicle; firearm; loading gun; taser cartridge replacement
Typing / Data Entry / Report	occ-freq	as needed in desk / front phone position

It was reported that there are three separate positions with the property control clerk job, "Runner", "Locker Check-In", and "Desk / Front Phone". 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. The property control clerk supervisor may participate in any of the three positions in addition to their supervisory duties.