



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Police Property Control Technician	BAND/LEVEL:	TEC I
DEPARTMENT:	Police	JOB NO:	5870
DIVISION:	Services Bureau - Support Services	DATE:	08/05/2018
REPORTS TO:	Supervisor, Property Unity	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	221
REPLACES:	Property Control Technician	LAST REVISED DATE:	11/01/2017

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. 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.
13. 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 obtain Certified Property and Evidence Specialist certification from the International Association for Property and Evidence within four years from date of hire.
- **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 of similar experience preferred with preference given to experience within a police environment, police records and public contact.

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.

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.
- 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

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

PULLING	FORCE	FRQUNCY/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, "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.