

CITY OF
SIMI VALLEY

PROPERTY OFFICER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, coordinates and maintains the Police Department's Property Room including determining, executing and documenting all evidence for property release, destruction, auction and donation; oversees the work of assigned staff; and ensures the preservation and proper disposition of all items received into the Property Room.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Collect, package and process all items taken into evidence each day; bar code and enter all evidence items into the Evidence Tracking System.
2. Prioritize work assignments and projects; ensure daily operations of the Property Room are conducted in an appropriate, accurate and timely manner.
3. Prepare property disposition forms for officer notification; dispose of all items approved for destruction.
4. Coordinate, process and obtain court orders as needed; handle and document narcotics destruction.
5. Monitor legal and procedural developments related to the property and evidence function; research and report updates, changes and modifications to higher level management.
6. Respond to telephone and in person requests and inquiries from officers, the public, the District Attorney's Office and other agencies concerning release of property; ensure proper packaging and release of property.
7. Coordinate, prepare and process all items designated for auction; coordinate, prepare and document all bicycle donations; properly destroy and/or dispose of unclaimed property of negligible value.
8. Check out and release evidence to appropriate persons; update and maintain Evidence Tracking System to reflect chain of custody for each item; return and re-shelve evidence items.
9. Monitor and utilize the Digital Information Management System; check working status, troubleshoot files causing errors and maintain and correct usernames, notes, tag numbers and case numbers.
10. Coordinate, process, handle and document all weapons and narcotics destruction.
11. Prepare items per District Attorney requests; perform presumptive drug testing for District Attorney submission; make digital and tape recordings of interview evidence requested by the District Attorney's Office.
12. Act as lead to the staff assigned to the Property Room; provide input on performance evaluations and ongoing direction and training.

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13. Prepare a variety of evidence related documents and reports; monitor and remain current on legal and procedural requirements and laws related to property and evidence functions; develop, update and implement Property Room procedural changes.
14. Perform Property Room inventory as required; prepare incident reports and Inventory Summary Reports.
15. Upload and send digital information to various agencies in and outside the state of California.
16. Maintain, empty and clean the drug drop off box; repackage, document and assign storage location to items received.
17. Interact with supervisors, the District Attorney's Office and other agencies as needed; keep abreast of all pertinent laws and regulations.
18. Purchase supplies for the Property Room as needed.
19. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations and activities of a police property room function.
Principles and practices of basic report preparation.
Methods and techniques of evidence collection, storage, release and destruction.
Modern office procedures, methods and equipment including computers and databases.
Basic principles of supervision.
Occupational hazards and standard safety procedures utilized in a property room environment.
Pertinent federal, state and local laws, codes, regulations, and best practices.
Proper handling of guns, weapons, narcotics, and bodily fluids.
CLETS, property tracking system software and the mobile report entry system.

Ability to:

Organize and administer a property management system.
Collect and process evidence, including lifting of heavy and bulky items.
Handle all types of firearms safely.
Review and inventory case files to determine evidence status.
Supervise and provide training to assigned personnel.
Prepare clear and concise reports and documents.
Respond to requests and inquiries from the general public and employees.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Utilize office equipment such as computer, barcode scanner, copy machine, tape and CD duplicating machine, 10-key calculator, and digital camera.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in the handling, preservation and destruction of property and evidence.

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Experience:

Two years of increasingly responsible experience working with and maintaining police property and evidence.

License or Certificate:

Certification as a Property and Evidence Specialist desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office and storage room setting. Exposure to hazardous materials, fluids and odors.

Physical: Primary functions require sufficient physical ability to work in an office and storage room setting and operate office equipment. Extensive walking, recurring bending, crouching, stooping, stretching, reaching, or similar activities. Frequent lifting up to 30 pounds. Frequent handling of hazardous materials and weapons.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

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Johnson & Associates

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