

**CITY OF GLENDALE**

**TITLE:** Property Room Supervisor      **CLASS CODE:** 633

**REPORTS TO:** Police Technical Services      **GRADE:** 24  
Bureau Administrator

**DEPARTMENT:** Police      **FSLA:** N

**JOB SPECIFICATION DATE:** July 1, 2005    bwg

**JOB SUMMARY:**

Supervises and participates in the operations of the Police property warehouse and impound area which contains found, stolen and confiscated property and police evidence. Supervises fleet management personnel to ensure the inventory, maintenance and replacement of Police equipment.

**ESSENTIAL FUNCTIONS:**

1. Supervises and participates in the receiving and receipting of supplies, equipment and evidence.
2. Supervises the inventory and maintenance of police equipment including vehicles, radios, and other issued equipment.
3. Maintains files and records regarding the storage and disposition of property.
4. Maintains accounting for forfeiture property in order to properly control the storage, selling and appraising of forfeiture property.
5. Tags, marks, properly packages and/or secures property, evidence and other material in order to ensure identification and to preserve material for future use.
6. Monitors and controls the distribution of evidence and property to users in order to assure material is used only by authorized personnel.
7. Reviews invoices and maintenance contracts for police equipment.
8. Communicates with other agencies and the public regarding disposition of property.
9. Trains department personnel in proper packaging of evidence and the proper use of facilities and equipment.
10. Operates CHIPS, PACE, MVD and ACJIS computerized systems to update and query information.
11. Oversees the destruction of sensitive property, including narcotics and firearms.

**SECONDARY FUNCTIONS:**

12. Prepares inventory for public auction.
13. Coordinates disposition of impounded property with materials management, prosecutors, Judges and city auditor.
14. Testifies in court.
15. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES:**

### **Knowledge of:**

Theories, principles and practices of modern supervision.  
General police procedures pertaining to evidence and stolen or abandoned property.  
Practices and procedures of establishing police inventories and warehousing.  
Fleet management.  
Asset management and inventory control.  
Criminal rules of evidence pertaining to property.  
Property release procedures.  
Firearms handling and safety procedures.  
Hazards and safety precautions related to evidence.

### **Skill in:**

The proper handling and storage of police equipment and supplies.  
Operating computers.

### **Ability to:**

Safeguard and transport evidence.  
Operate the ACJIS, PACE and CHIPS computer systems.  
Handle evidence safely while protecting its integrity.  
Organize and track a large varied inventory.  
Maintain accurate logs and records using computerized equipment.  
Establish and maintain effective working relationships with other employees and the public.

## **WORKING CONDITIONS:**

Some heavy lifting and climbing ladders is required. Safety precautions must be observed while handling evidence and biohazardous materials. Deals with irate and hostile members of the public.

## **MINIMUM QUALIFICATIONS:**

Associate's Degree in Criminal Justice, Public Administration, Management or related field and three years of warehousing or evidence storage and/or handling experience including one year of supervisory experience.  
Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

## **SPECIAL REQUIREMENTS:**

Possession of a valid Arizona driver's license.  
Possession of, or ability to obtain within six months of hire, and retain Arizona Department of Public Safety Terminal Operator Certification Level B.  
May be subject to rotating shifts and callback.