

PRINCIPAL PROPERTY OFFICER
TASKS LIST-2017

Administrative

1. Testifies in court on the processes involved in criminal property matters, in particular the chain of custody of evidence, and responds to inquiries (e.g., California Public Records Act (CPRA), court orders, and statistical data) from the City Attorney, the District Attorney, or Risk Management Division.
2. Evaluates various Divisional operations by inspecting and conducting audits, reviewing reports, meeting with superiors and subordinates, and assessing various activities to ensure effectiveness, efficiency, and compliance with the standards, policies, and procedures of the Division, the Department, and State and Federal laws (e.g., Occupational Safety and Health Administration (OSHA)) and makes appropriate recommendations to the Commanding Officer and Department Personnel.
3. Conducts routine audits and evaluates controls and provides appropriate remedial training or initiates disciplinary action when necessary to ensure the security and integrity of the Property Division.
4. Recommends supplies, equipment, and vehicles required for personnel to effectively perform their job duties by researching various products and services, obtaining quotes, and preparing supply/equipment requests to the Commanding Officer as necessary.
5. Compiles monthly data such as Divisional Personnel status, complaints, grievances, sick/IOD, and operational statistics relative to evidence items, storage capacity, special operations, auctions, training, and other dispositions for COMPSTAT reporting.
6. Queries Department, County, and State systems to validate or obtain information to perform daily operations and procedures using information technology systems, applications, and associated peripheral equipment (e.g., handheld barcode scanners and thermal printers).

Strategic Planning

7. Plans, directs and oversees activities related to narcotic and firearm destructions, gun buy back events, youth bicycle programs, and disposition property auctions, and assists in the development of new programs which involves coordinating and conferring with key Department personnel, other City Departments, outside agencies and vendors to assess the availability of resources, discuss alternatives, and develops a plan of action.

8. Plans, researches, develops, and recommends policies and procedures related to the physical chain of custody, proper handling and storage of booked evidence and property, and associated documentation and records to the Commanding Officer.
9. Plans, organizes, directs, and coordinates confidential operational assignments (e.g., narcotics or firearms destruction) with Property Division personnel, Department personnel, other City Departments, and outside vendors by ensuring compliance of destruction of evidential materials, obtaining approvals of City Attorney, District Attorney or judges as necessary, and preparing follow up or after action reports and necessary documentation to request updating of the appropriate systems on behalf of the Commanding Officer.
10. Plans, directs, oversees and processes the audit of monthly accounting of booked money into evidence with associated system-generated documentation and the transfer of funds between City accounts, utilizing a City vendor for monthly cash deposits.

Supervision

11. Directly supervises Senior Property Officers and Property Officers engaged in maintaining custody, control, and documentation of booked evidence and property by assigning and delegating work; providing training relative to proper procedures, court rulings, and changes in laws affecting the handling of evidence and safety procedures when handling hazardous materials or biohazardous materials; reviewing and evaluating performance; counseling, commending and disciplining as necessary, including documentation (e.g. Comment Cards and/or Notice to Correct Deficiencies); creating work schedules; and approving sick and vacation time and other time away from work in order to direct the activities of the unit, section, and/or Division.
12. Meets regularly with the Commanding Officer of Property Division to discuss Divisional deployment needs, training, policies and procedures, or to present results of investigations and studies related to the responsibilities of the Division in order to ensure the operational effectiveness and efficiency of the Division.
13. Makes recommendations to the Commanding Officer regarding selection, re-assignment or changes to work responsibilities of staff in order to meet the needs of the Division and to develop the skills of Property Division personnel.
14. Serves as the Acting Commanding Officer of the Property Division in the absence of the Commanding Officer and Assistant Commanding Officer.

15. Reviews current work processes, procedures, and best practices relative to implementing modern information management systems and ensures the integrity of data relative to chain of custody is maintained by proper design, testing, implementation, and ongoing maintenance of the new records management system.
16. Conducts roll call meetings with staff to discuss deployment, Divisional goals, operations, training, and new policies in order to provide the necessary direction to meet Divisional and Department standards and goals.
17. Conducts or supervises the investigation of personnel complaints by interviewing involved parties, researching policies and procedures, reviewing evidence, and providing findings in written format to the Commanding Officer.
18. Reviews and approves narrative reports, memos, correspondence letters, mandatory periodic reports, and other documents prepared by staff for the approval of the Commanding Officer.
19. Conducts interviews for prospective employees for positions supervised by the Principal Property Officer (e.g., Senior Property Officer and Property Officer), in order to evaluate their qualifications, experience, and other requirements to work for Property Division.
20. Performs the duties normally assigned to Senior Property Officers and Property Officers based on heavy workload and/or staffing needs.

Communications

21. Communicates orally or in writing to staff, other divisions, courts, and the public, policies, procedures, orders, and practices in order to inform, ensure understanding, or gain compliance.
22. Writes performance evaluations based on observation and recording of performance of direct reports (e.g. Senior Property Officers) and discusses these evaluations with subordinates in order to provide feedback on strengths and weaknesses and to provide information on areas where improvement is needed.