



CLASS SPECIFICATION

12/13/18

PRINCIPAL PROPERTY OFFICER, 3210

Summary of Duties:

A Principal Property Officer is an unarmed, uniformed and badged civilian employee of the Police Department who plans, organizes and directs the work of a large group of employees engaged in maintaining the physical custody, accountability, and detailed documentation of booked evidence and property; using law enforcement-related evidence management principles, statutes, and regulations; performs complex technical and responsible work; applies sound management and supervisory principles; trains and maintains an effective work force; collaborates with other law enforcement agencies and private sector businesses to identify and develop best practices for the management of evidence; and is the subject matter expert for the recommendation, development, and implementation of enhanced and new evidence and property information management systems.

Class Characteristics: A Principal Property Officer is distinguished from a Chief Clerk Police in that they have direct and overall responsibility for the custody and control of sensitive, valuable, and hazardous evidence and property. A Principal Property Officer ensures that the chain of custody is secure by preventing the loss, theft or damage of evidence and property, thereby supporting the investigative and judicial processes. An employee of this class reviews legislative actions related to evidence seizure, management and storage, and recommends Department procedural enhancements, policy changes, and modifications to ensure compliance.

A Principal Property Officer reports directly to the Commanding Officer (CO) of Property Division. In the absence of the Commanding Officer, the Assistant CO, a Principal Property Officer performs the duties and responsibilities of the CO in an acting capacity. Incumbents in the class of Principal Property Officer are responsible for the performance of the full range of management duties including: application of discipline, COMPSTAT reporting and presentation, processing and resolution of grievances, evaluation of performance, completing deployment schedules, reviewing timekeeping records, organizing the work flow of a section, and the approval of time-off requests.

Examples of Duties: A Principal Property Officer:

- Plans, organizes, and directs the work of a large group of personnel engaged in accepting, identifying, storing, transporting, releasing, and maintaining general accountability for booked evidence and property;
- Develops and implements the procedures and plans for the destruction of narcotics, firearms, weapons, ammunition, chemicals, bio hazardous materials, e-waste, and other related evidence;
- Reviews legislation related to evidence management, determines if legislative action is applicable to current processes, and collaborates with Department and other law enforcement agencies to determine if procedural changes are necessary;

- Directs the movement of monies between various accounts for contraband, unclaimed, auction receipts, transfers and disbursement;
- Develops and implements protocols for the confidentiality and maintenance of sensitive Department evidence;
- Testifies in court proceedings as a subject matter expert as related to evidence management procedures specifically chain of custody documentation;
- Ensures compliance with procedures for the acceptance, initiation, and investigation of Department complaints;
- Conducts inventories and inspections as part of an investigation;
- Determines and sets work priorities and resolves operational difficulties;
- Directs the transfer of evidence and property no longer of evidential value for sale, conversion or destruction and completion of related documentation;
- Ensures Property Division facilities are in compliance with fire, life, and safety standards;
- Schedules and maintains records of employees' time at work, tracks employees' hours, approves/denies employee requests for time off, and verifies that timesheets properly account for employee work time to assure necessary levels of staffing, timely completion of work, and appropriate documentation;
- Develops subordinate supervisors in the efficient performance of their duties as they relate to procedures, deployment of personnel, and personnel issues;
- Monitors personnel access and usage of various City, County, State, and Federal Department of Justice systems and websites;
- Ensures and implements Department and Divisional security protocols;
- Collaborates with contractors, government entities, and private sector organizations to develop future technological improvements, changes, upgrades, and/or procedures for evidence management;
- Manages, supervises, and physically performs regular audits of chemicals, narcotics, money, firearms and high value articles;
- Analyzes and submits necessary information for obtaining or renewing Division specific contracts;
- Develops training notices to ensure compliance with City and Department policies and procedures related to booking and processing evidence;
- Develops, reviews, edits and coordinates updates to the Departmental Manual and procedures regarding evidence and property management;
- Evaluates job related criteria in selecting, orienting, assigning, training, counseling, evaluating performance and assisting employees in preparing for promotion as described in the City's Equal Employment Opportunities responsibilities;
- Regularly reviews individual bookings based on the volume of evidence stored in the various facilities to create storage, and allocate work space;
- Reviews submissions and makes revisions to budget requests and justifications;
- Participates in the selection and building process for new Property Division facilities for functionality of an evidence property room and various storage systems;
- May be required to operate a forklift, pallet jack, and/or other warehouse equipment as needed;
- May be required to drive, operate, and maintain a large delivery/transfer truck as needed; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

QUALIFICATIONS / COMPENTENCIES:

Knowledge of:

- Police procedures, activities, and security provisions as related to the care, custody, and safeguarding of booked evidence and property,
- Supervisory principles and practices including: planning, delegating and controlling the work of subordinates;
- Methods, techniques, and sources of tracking and releasing property;
- Techniques of training, instructing, and evaluating employee work performance;
- Techniques for counseling, disciplining, and motivating subordinate personnel;
- Effective safety principles and practices regarding firearms, chemical components, biological hazards, and incendiary devices;
- The City Charter and the City's basic administrative and personnel ordinances, rules, procedures, and policies;
- Department systems and how to access related law enforcement websites and information; and
- Inventory and audit procedures.

Ability to:

- Analyze and determine appropriate procedures for the care, custody, and processing of Department and evidential property;
- Interpret and apply laws, ordinances, and policies;
- Communicate effectively both orally and in writing;
- Comprehend written material;
- Understand and follow directions;
- Establish and maintain a work environment to enhance both employee morale and productivity;
- Apply sound supervisory principles and techniques;
- Analyze and make recommendations on implementing security systems and procedures;
- Analyze and make recommendations regarding organizational and procedural concerns with respect to the outcome and impact on other entities;
- Supervise the maintenance of records; and
- Deal tactfully and effectively with other employees and the public.

REQUIREMENTS

Two years of full-time experience as a Senior Property Officer with the City of Los Angeles.

LICENSE: A valid California driver's license is required.

Physical Requirements:

Strength to perform average lifting of up to 35 pounds and occasionally over 75 pounds, good speaking and hearing ability, and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.