



CLASS SPECIFICATION

12/13/18

SENIOR PROPERTY OFFICER, 3209

Summary of Duties:

A Senior Property Officer is an unarmed, uniformed and badged civilian employee of the Police Department who assigns, reviews, and evaluates the work of Property Officers and other persons engaged in the maintenance of physical custody, accountability, and detailed documentation for booked evidence and property; performs the more technical and responsible assignments; develops and maintains storage systems for physical and digital evidence and property and the related data; identifies and implements evidence supervisory best practices; applies sound supervisory principles and techniques in building, training, and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and does related work.

Class Characteristics: A Senior Property Officer is distinguished from a Principal Property Officer in that a Senior Property Officer is a full-time supervisor responsible for the daily operation and supervision of individual evidence and property service centers and/or a centralized support function within the Property Division. A Senior Property Officer ensures that the chain of custody is maintained by preventing the loss, theft or damage of evidence and property, thereby supporting the investigative and judicial processes.

A Senior Property Officer must cover full-time supervisory functions for twenty-four locations operating on a 24/7 basis, 365 days a year. A Senior Property Officer is required to remain on duty at any Property Division facility due to staffing shortages, City-wide tactical alerts or Unusual Occurrences (UO).

Examples of Duties: A Senior Property Officer:

- Supervises the planning, assigning and directing of activities of Property Officers and other personnel engaged in accepting, identifying, storing, transporting, releasing, and maintaining general accountability for booked evidence and property;
- Supervises and performs regular audits of narcotics, money, firearms and high value articles;
- Coordinates the preparation, handling, documentation, transportation and organization of the specialized and environmentally responsible destruction of narcotics, firearms, weapons, ammunition, chemicals, bio hazardous materials, and e-waste;
- Coordinates the movement of monies between various accounts for contraband, unclaimed, auction receipts, transfers and disbursement;
- Enforces protocols for the confidentiality and maintenance of sensitive Department evidence, property and records;
- Testifies in court proceedings as a subject matter expert as related to evidence and property procedures specifically chain-of-custody, accountability, and documentation of booked evidence and property;
- Processes Court Orders for independent laboratory analysis and releases;
- Accepts/ initiates and investigates Department complaints;

- Assists other Department entities with internal audits and investigations;
- Consults and coordinates with outside agencies regarding policies, procedures, operations, training, and best practices;
- Coordinates the transfer of evidence and property no longer of evidentiary value for auction, conversion or destruction and completion of related documentation;
- Possesses security level access system rights for the processing and completion of detailed documentation for changes, corrections, and follow-up reports for complex evidence and property bookings in the Department's Records Management System;
- Maintains Property Division facilities for compliance with fire, life, and safety standards;
- Prepares and analyzes various Department and Division reports, such as the daily watch logs for accountability, details and accuracy;
- Analyzes, recommends and implements appropriate Divisional security protocols;
- Consults with contractors, City and Department entities involved in the development of future technological improvements and upgrades;
- Coordinates and provides training and instructional materials to Division and Department personnel on City and Departmental policies and procedures related to booking and processing evidence and property;
- Reviews and approves follow-up reports completed by sworn and civilian personnel engaged in booking evidence and property;
- Maintains logs for the usage, mileage, and service of assigned vehicles;
- Prepares and submits budget requests and justifications;
- May be required to operate a forklift, pallet jack, and/or other warehouse equipment;
- May be required to drive, operate, and maintain a large delivery/transfer truck; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

QUALIFICATIONS / COMPETENCIES:

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 such as 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 and write clear and comprehensive reports;
- 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 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.