

Senior Property Officer (3209)  
Task List 2018

**Supervision**

1. Writes administrative reports with details to update property status, request further investigation on claims (e.g., money, damage to property) and make recommendations involving disposal or release of property to respond to queries or request for information from the department, outside agencies, and community members.
2. Counsels personnel on appropriate behavior toward individuals of different sex, race, ethnicity, and cultural groups to enforce City and Department Equal Employment Opportunity (EEO) policies.
3. Conduct certification interviews to assist in the selection of personnel.
4. Discuss employee's performance on the job based on City evaluation form criteria, such as "Work Habits", "Quality of Work", and "Quantity of Work Performed" to evaluate the work of subordinates for correctness and completeness.
5. Oversees and verifies subordinates handling narcotics and firearms by monitoring the items processed (e.g., booking, release, analysis request) and physically retrieving items from secure locations to ensure chain of custody of narcotics and firearms.
6. Reassigning Property Officers temporarily to assist a section based on operational needs (e.g., Unusual Occurrence, large bookings, special assignments).
7. Arranges work schedule by determining daily deployment of subordinates and reviewing subordinates' entry in timekeeping system (accounting for vacation, sick time, injury on duty, and leaves of absence) to ensure suitable staffing levels.
8. Coordinates department vehicle use for personnel by approving requests, assigning vehicles for use, providing vehicle keys, visually observing and ensuring recording of vehicle time in/out, and computing mileage manually to ensure vehicle usage adheres to department standards.
9. Prepares for auctioning of property by determining unclaimed property and property authorized for disposal (i.e., no longer needed for investigations), generating auction manifests electronically for that property, and scheduling property pick up as contracted by the City of Los Angeles.

### **Training and Guidance**

10. Instructs subordinates verbally and in writing how to process property (e.g., booking, storing, and releasing of evidential, non-evidential and excess personal property) and reviews the accuracy of the process based on Los Angeles Police Department (LAPD) and Property Division standards to ensure subordinates are correctly following policies and procedures.
11. Explains verbally and provides a hands on demonstration to subordinates the resolution of more technical problems such as the booking and storing procedures for unique or valuable property items to ensure subordinates are correctly following policies and procedures.
12. Arranges firearm safety and forklift operation training for subordinates by completing training request forms and submitting them to the Forensic Science Division for firearm training and Department of Public Works for forklift training to ensure safety of personnel.
13. Observes and corrects subordinates operating forklifts to ensure safety practices are consistent with Department of Public Works training.
14. Explains warehouse policies and duties (e.g., transporting property by department cargo truck, off-loading and storing property in bulk) and safety procedures [e.g., proper lifting form, handling hazardous materials, wearing personal protective equipment (PPE)] verbally to subordinates to ensure safety of personnel.

### **Inspection**

15. Resolves inaccuracies regarding serialized property or descriptions by contacting the investigating officer or booking officer to accurately document evidence in custody.
16. Visually inspects evidence for proper tagging to ensure item numbers match what is reported in custody.
17. Reads and reviews property release authorizations completed by authorized personnel to ensure that all information is complete and correct to release property (e.g., determining proper ownership of property for release, contraband cannot be released).
18. Authorize the release of blood and urine splits to private labs by visually inspecting court orders and verifying receipts for compliance with court orders.

19. Visually inspects property facilities for unauthorized access or damage (e.g., unsecured doors, compromised evidence containers) to ensure safe and proper storage of items in addition to chain of custody (i.e., integrity of evidence).
20. Physically searches facilities and checks booking records and files in order to assist subordinates in locating misplaced packages or misfiled paperwork.
21. Conducts inventory of storage locations by checking audit report to the containers in the assigned location to ensure accurate storage records of property and complete a report of findings.

### **Database Access**

22. Queries data into the National Crime Information Center (NCIC) computer system in order to retrieve information which will assist in investigating incorrectly booked serialized items to ascertain whether they are stolen and to be able to determine the appropriate disposal procedure.
23. Confirms the identification of the person to whom property is being released visually or through the County and State database in order to maintain accurate records and comply with proper procedures.
24. Prepare and transfer money containers from different locations to be deposited by LAPD utilizing the Automated Property Information Management System (APIMS) to determine if money containers are still within the date in custody to be held or deposited.

### **Administrative/Auditing**

25. Distributes (by interdepartmental mail or email) overdue sign-out tracers to officers, commanding officers, or deputy chiefs for evidence checked out to manage the department's evidence inventory.
26. Generates reports on money bookings, money audits, and property (e.g., quantity, weight of property) through the use of arithmetic (e.g., addition, subtraction, percentages) to verify and ensure accountability of reported property.
27. Reviews the accuracy of simple arithmetic computations on money bookings, money audits, and property (e.g., quantity, weight of property) compiled by subordinates to ensure accuracy of reports.
28. Conducts monthly audits of money by retrieving information in the booking log, receipts, packages on hand (in custody) and adding and subtracting figures in order to determine if report and money on hand (in custody) balance out.

29. Creates the annual schedule of property transfers from all Property Division facilities to the warehouse to remove property no longer needed for investigation.
30. Generates requisitions to obtain necessary equipment (e.g., carts for moving property, containers for packaging property) for operational functions and maintaining stock by filling out department forms and providing justification for expenditures. Fills out supply requisition forms to place orders for supplies.
31. Monitors subordinates' interactions with customers (e.g., community members, department personnel, and outside agencies) to conduct a constitutional policing audit, examining criteria such as whether subordinates provided well-informed answers and their level of professional conduct (i.e., no treating customers with preferential treatment, tactful responses).

### **Security**

32. Physically secures packages of money or high-value items into a safe or secured storage location (i.e., accessed by a key card or number passcode) after check in/out by an investigating officer or booking officer to maintain security of property.
33. Enters a numerical code in the alarm panel, which operates the property facility's alarm system, to prevent unauthorized access into the room.
34. Manually moves containers of hazardous materials such as poisons, ammunition, narcotics, corrosives, and explosives by equipment (e.g., forklifts, carts, dollies) for proper release or disposal.

### **Interpersonal**

35. Communicates (e.g., phone, email, in-person, fax) internally with the Property Disposition Coordinator of each division and outside law enforcement agencies to clarify information on evidence status (e.g., availability and movement of property) to ensure the receipt and return of disposition summary reports in a timely manner and to verify questionable responses on important evidence (e.g., evidence held over 90 days).
36. Communicates (e.g., email, telephone, written correspondence, in person) with outside entities, divisions, and other departments the confidential destruction of firearms and narcotics to secure disposal of evidence and contrabands.