



City of Tempe

PROPERTY SUPERVISOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	251	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$27.189904
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$36.706250
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	PSPRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Property Supervisor
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Technicians

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from the Technical Services Bureau Manager, or from other supervisory or management staff

Exercises direct supervision over Property Technician or other property facility staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of increasingly responsible experience in a police property facility, and/or in property warehousing, including a minimum of one year of experience in supervision. Formal training in property management including the use and understanding of bar-coding as it relates to inventory control, project management, biohazard material handling, firearms safety, and dangerous drugs is desirable.
<i>Education:</i>	Equivalent to the completion of the twelfth grade, supplemented by training or college-level course work in criminal justice, evidence handling, inventory control, business or public administration, or a degree related to the core functions of this position. An Associate of Arts (AA) degree from an accredited college or university is highly desirable.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of, or required to obtain within six months of hire, an Arizona Department of Public Safety Terminal Operators Certificate, Level B. ● Possession of, or required to obtain, an appropriate, valid Arizona forklift operator's certificate.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, organize, supervise and participate in the receipt, preservation and release of property and evidence to appropriate personnel in accordance with Federal and State laws and City ordinances.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Plan, organize and supervise the receipt, storage and release of impounded property; plan, prioritize, assign, supervise and evaluate the work of the police property facility staff.
- Evaluate and monitor police property operations and activities; recommend improvements and modifications; ensure compliance with applicable Federal, State and local laws and ordinances; oversee the maintenance of the Property facility and the various equipment within.
- Assist in the planning of facility renovations and new construction.
- Recommend and assist in the implementation of goals and objectives; establish schedules and procedures and changes in policies and procedures for property warehouses activities; implement and ensure compliance with policies and procedures.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justification for budget items; monitor and control expenditures.
- Coordinate the receipt of items of evidence collected by police officers; inventory and log all items; mark and store all evidence in an orderly manner for quick retrieval.
- Supervise the receipt and storage of money, narcotics, firearms, biohazard materials, and other items of a sensitive nature in an appropriate manner to ensure their security.
- Coordinate the maintenance of files and records regarding the disposition of property; ensure proper inventory, logging and disposition procedures are followed in accordance to established guidelines.
- Investigate the disposition of criminal cases in order to determine appropriate disposition of impounded property.
- Testify in court regarding the integrity of property storage, preservation and transportation.
- Receive, inventory and secure abandoned or found property; compare articles from serial numbers and descriptive features; attempt to locate owners of property and return property to owner.
- Use electronic and physical security methods and systems including the Property and Evidence Management system, bar-code inventory system, Microsoft Word, Excel, and Outlook.

- Coordinate timely disposition of evidence via coordination with Police Department and City and County Courts; advise department personnel regarding the laws and policies of evidential property control.
- Oversee the destruction of narcotics and firearms following carefully prescribed procedures.
- Advise department personnel of the laws and policies of evidential property control; instruct and train new personnel assigned to the Police Department, and provide continuing education for existing department personnel.
- Answer citizen inquiries over the telephone and in person regarding property dispositions; investigate and respond to citizen complaints, and recommend corrective action to resolve complaints as necessary.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary action.
- Coordinate and supervise authorized auctions.
- Direct the release of impounded property to citizens, sworn police personnel and other law enforcement agencies.
- Package, label and send property articles to other cities, states and agencies.
- Provide pro-active performance planning utilizing performance management tools.
- Prepare and compile various periodic reports on operations and activities.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective March 1991

Revised October 1996

Revised January 2002 (Title change)

Revised January 2005 (Updated duties and MQ)

Revised Nov 2010 (Removed driver's license requirement)

Revised September 2013 (Update duties and MQ)