
I. GENERAL

The Property Room is placed organizationally in the Support Services Bureau. It is responsible for the receipt, storage, safekeeping, release and disposal of all property or evidence that comes under the control of the Police Department.

II. JOB DESCRIPTION

- A. A Community Service Officer shall serve as the Department's Property Officer. He/She is responsible for maintaining security and control of property and evidence that the Police Department acquires through normal duties and responsibilities. The Property Officer will be assigned to the Support Services Bureau.
- B. Personnel assigned to the property room must possess a valid California Driver license and have a good work record.
- C. Duties of the Property Officer require excellent organizational skills, initiative and resourcefulness. The work involves high frequency contact with the public requiring the person to have good interpersonal and communication skills.
- D. The work shift shall be Monday through Friday, unless changed to meet the needs of the Department. Overtime may be required in special situations.
- E. The position requires that the Property Officer be able to work with minimum supervision. The Property Officer must have the ability to communicate orally and in writing, be able to operate a computer terminal and specialized software related to inventory control, and maintain a working relationship with a variety of individuals and organizations.
- F. The Property Officer must have the ability to effectively organize work assignments and establish priorities with minimum supervision.
- G. The Property Officer must have a good working knowledge of California rules of evidence, Penal Code, Government Code, Civil Code, Health & Safety Code, Administrative Code, and other related codes as they apply to the evidence/property function.

III. SPECIALIZED TRAINING

The recommended training for the Property Officer is satisfactory completion of a POST approved basic course on the management of the

property function, on the job training, and other related training courses, seminars and/or conferences as appropriate.

IV. JOB DUTIES AND RESPONSIBILITIES

The primary duty of the Property Officer is to log, classify, store, dispense, destroy, and release property/evidence to its rightful owner, for court presentation and/or for destruction or auction. Additional duties include, but are not limited to:

- A. Maintain evidence, found and stored property in such a manner that the individual items are secure from theft, loss or contamination, and can be located in a timely manner.
- B. Maintain property reports and other documentation associated with the “chain of custody” for all property.
- C. Ensure the timely and legally correct notification of owners and release/disposal of property recovered, found, or seized by the Department.
- D. Operate computer terminals to access information regarding case dispositions and other related information involving the classification and proper disposition of property/evidence.
- E. Coordinate the disposal of unclaimed and/or surplus property and the special disposal of narcotics, weapons, explosives, and hazardous materials pursuant to law.
- F. Release of property for court, to persons legally entitled, for auction and for disposal.
- G. Supervise, train, and evaluate other Department personnel assigned to the Property Room.
- H. Provide in-service training to Department personnel regarding the appropriate logging, packaging, documenting and storage of property and evidence.
- I. Provide effective liaison between the Police Department and local, county, state and federal law enforcement agencies.
- J. Represent the Department while attending state and local associations involved with the management of property and evidence.
- K. Stay abreast of local, state, and federal law involving property and evidence handling. Recommend and facilitate appropriate changes.

- L. Maintain a clean and orderly property storage facility.