



**CITY OF LEON VALLEY
JOB DESCRIPTION**

JOB TITLE: Property Control Technician (Civilian)
DEPARTMENT: Police Department
FLSA STATUS: Non-Exempt
EFFECTIVE DATE: November 22, 2022

JOB SUMMARY:

Under the general supervision of the CID Sergeant. This position performs a variety of technical duties relative to the receipt, inventory, storage, protection, delivery, release and disposition of property or evidence. Performs searches, downloads, converts and imports/exports of digital media evidence, verification and validation of barcode data, and maintains accurate records of systems data, its transactions and its content. This position assigns property to staging locations for final storage, assists with departmental personnel and citizenry requests, and other duties as assigned. The job requires a large amount of detailed work and a high level of accuracy and security to protect integrity of all property.

ESSENTIAL JOB FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

Must check security system settings on a regular basis for proper operation.

Must be able to verify barcode information is complete, and perform inventory of articles per case; which requires checking articles for identification, serial numbers, owner applied numbers, etc. and verify that all property with identification numbers are inventoried with individual barcode labels.

Verify data has been entered into the barcode system; query and locate property with associated case number, verify/research property location and origin, verify assigned barcodes to evidence and validate content contained and its packaging.

Verify and/or Assign Impounding Follow-up Unit; locate chain of evidence information.

Verify Property Information is keyed and entry consists of required additional description, ensure currency, article and/or gun codes are identified appropriately; data entry of incomplete information may be required.

Must be able to read, understand and follow directions/notations associated assigned to property, and take appropriate action when necessary.

Verify intake of all personal property has owner information and/or input data has been entered into the BADGE System, and any accompanying report(s).

Verify and assign property to the appropriate staging location for final storage; to include properly packaging and barcoding articles and/or containers.

Process inquiries as necessary and/or as directed.

Release property appropriately to authorized persons, and/or to the public, scan any documentation required for property release and attach (electronically) to property file; validate photo identification of authorized person prior to release.

Properly maintain and accurately classify, categorize, arrange and manage files of property and evidence; update logs and computer entries, as necessary.

Maintains security of established storage facilities for entrusted property.

Retrieve property as necessary; maintain and document retrieval controls.

Assist with the destruction of narcotics and weapons, in compliance with protocol controls and laws.

Maintains statistical records and inventory controls necessary to document or report the seizure, retention and disposition of entrusted property as necessary; additionally, must be able to comprehend, apply and remain current with established collection, retention and disposition procedures and applicable laws.

Respond to Call Backs when assigned.

Maintains liaison with District Attorney Prosecutors when necessary with regard to case status, trial dates, evidence presentation and final adjudication.

Testifies at legal or legislative proceedings.

Works safely, follow safety rules and training, and maintains a clean, safe and healthful working environment.

Follows City policies and procedures and the instructions and guidance of supervisor(s).

Effectively and appropriately handle all types of property and evidence, seized or found.

Maintain fiscal responsibility.

All other duties assigned by management.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:

Must be able to use a telephone, copier, scanner, fax machine and shredder in a safe manner. Must effectively and appropriately operate basic police equipment (including but not limited to vehicles, cameras, recorders, personal computer, body cameras and laptop computers, vests, handcuffs, radio, flashlight, gloves, and other police equipment trained to operate or use), Mobile Data Terminal, Microsoft Office: Word, Excel, Power Point.

ENVIRONMENTAL FACTORS:

Must be able to work indoor. Occasional trips outside to various public facilities.

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
-Health and Safety Factors-				
Mechanical Hazards			C	
Chemical Hazards			C	
Electrical Hazards			R	
Fire Hazards			R	
Explosives			O	
Communicable Diseases			O	
Physical Danger or Abuse			O	
Inclement Weather			R	

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-Environmental Factors-				
Respiratory Hazards				M
Extreme Temperatures				S
Noise and Vibration				M
Wetness/Humidity				S
Physical Hazards				C

OVERALL PHYSICAL STRENGTH DEMANDS:

Must be able to load and unload police equipment from a vehicle, including lifting objects weighing up to 50 pounds. Must be able to walk for short and long distances (more than 1/4 mile). Must be able to observe catastrophic events or graphic content and still perform your duties effectively.

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

Must be able to sit and stand for long periods of time (more than one hour) performing various tasks. Must have satisfactory results of background and employment screening checks including physical exam, psychological evaluation and drug screening.

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	Site visits, communicating with co-workers and public
Sitting	C	At desk
Walking	C	Around office environment
Lifting	C	Office supplies, equipment, property/evidence
Carrying	C	Office supplies, equipment, property/evidence
Pushing/Pulling	C	Office supplies, equipment, property/evidence
Reaching	C	Office supplies, equipment, property/evidence
Fine Dexterity	C	Computer Keyboard
Kneeling	C	Retrieving/Storing items on lower shelves/ground
Crouching	C	Retrieving/Storing items on lower shelves/ground
Crawling	R	Inside attics, tight spaces of facilities to retrieve/search for records or property
Bending	C	Retrieving/Storing items on lower shelves/ground
Twisting	F	Retrieving/Storing items, Getting in/out of vehicle
Climbing	F	Stairs
Balancing	C	While performing everyday tasks
Vision	C	Driving, reading, viewing computer screens

Hearing	C	Communicating with co-workers and public and on telephone
Talking	C	Communicating with co-workers and public and on telephone
Foot Controls	O	While driving vehicles
Other (specified if applicable)		

JOB REQUIRMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. High School graduate with 5 years of work-related experience will be considered.
Experience	Over one year of record-keeping experience. Applicant should possess a working knowledge of computer data input and retrieval, file management skills, and have computer keyboard and software program familiarity.
Supervision	Work has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Communications and discussions may result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. Must possess innovative and interpersonal skills.
Freedom to Act	Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance is reviewed periodically.
Technical Skills	Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of latent prints, DNA, blood evidence, bodily fluids and other evidence.
Fiscal Responsibility	Position has moderate fiscal responsibility.
Reading	Basic - Ability to recognize the meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	High School Diploma or GED required. A.A. or B.A. preferred. Must be bondable under the City's public employee blanket bond. Valid Texas Motor vehicle license and the ability to remain eligible to drive under the City's driver evaluation program. Must attend a Property Room management school within one year of appointment. All required licenses and certifications must be current and valid.

PRIMARY WORK LOCATION

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (See Environmental Factors)	
Recreation/Neighborhood Center			