



**POLICE PROPERTY CONTROLLER**  
**Classification Specification & Job Addendum**  
**City of Springfield, Oregon**

*This description does not list every duty for a given position; specific position assignments will vary depending on business needs.*

General Information	
<b>Classification Title</b>	Police Property Controller
<b>Classification Code:</b>	
<b>Effective Date:</b>	1/18/2016
<b>Pay Grade:</b>	216
<b>FLSA Status:</b>	Non-exempt

Classification Summary
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Under the general supervision of the Support Services Division Lieutenant, the Police Property Controller performs a variety of complex public safety support duties including the processing, receipt, storage, safekeeping, release and disposal of property or evidence that comes into the custody, or control of the Springfield Police Department; ensures compliance with state and local laws, codes and regulations while maintaining record keeping systems related to property and evidence. Performs related duties as required.

Distinguishing Characteristics
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- Does not supervise other employees.
- Has high level of autonomy and responsibility. Works independently the majority of the time.

Essential Duties
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*The duties listed below are a typical sample; position assignments may vary.*

- 1 Processes, maintains and preserves all property collected by Springfield Police Department personnel: assures that all property and evidence lodged into the evidence facilities of the Police Department have been appropriately packaged, labeled, and documented by department personnel; maintains the physical security of the property control unit, evidence room, and impound lot.
- 2 Responsible for safe storage of evidence and for ensuring that chain of custody is clearly preserved whenever evidence is received or is removed from the property room.
- 3 Review all appropriate court systems to confirm the case disposition and review all related reports to determine suitability to dispose of evidence or property; assist in the disposal of evidence and unclaimed property through auction, destruction, and appropriation for department use; purges items from inventory records.

<b>Classification Summary</b>	
4	Assists with the special disposal of narcotics, explosives, biological specimens, biohazard materials and firearms
5	Conducts investigative searches to connect owners with property/evidence that comes into the care and control of the Springfield Police Department Property Control Unit: conducts written and verbal correspondence regarding status and disposition of property/evidence; coordinates public contact and appointments for transfer or release of property/evidence.
7	Maintains accurate records within established systems related to property and evidence in accordance with legal and departmental requirements
8	Safely operates vehicles to deliver or pick up evidence to court or other agencies, and may obtain department equipment and supplies as needed.
9	May assist at major incident scenes as required and under the direction of the on-scene commander. Such responses may include the following: identify, photograph, collect, package and inventory evidence in accordance with accepted department and industry standards.

<b>Qualifications</b>
<i>An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.</i>
<b>Training &amp; Experience:</b> <ul style="list-style-type: none"> <li>• Three years records management, stores or inventory control experience, police experience preferred</li> <li>• Formal training/coursework in law enforcement evidence management, inventory control and/or inventory management computer systems may be substituted for up to one year of the required experience, or any combination of experience, education, or training that provides the required knowledge, skills or abilities</li> </ul>
<b>Degree and Licensing and/or Certification Requirements:</b> <ul style="list-style-type: none"> <li>• High school diploma or equivalent and two years of experience as stores, records, or inventory clerk; police experience preferred.</li> <li>• A valid State of Oregon Driver's license at the time of appointment.</li> </ul>
<b>Knowledge Required:</b> <ul style="list-style-type: none"> <li>• Methods and procedures used in receiving and storing property.</li> <li>• Industry best practices and standards.</li> <li>• Proper procedures to preserve and maintain chain of custody and accurate records.</li> <li>• Applicable City, State and federal laws and statutes covering evidence and property, including disposal, statute of limitation, State finders law.</li> <li>• Department and City ordinances/procedures as to property releases, evidence, found property and disposals, including the ability to explain the ordinances/procedures.</li> <li>• Inclusive and respectful work place practices.</li> <li>• Computerized inventory control systems.</li> <li>• General court systems process and use of evidence.</li> </ul>

## Qualifications

### **Skills Required:** *(Demonstrated skill in performing the following)*

- Maintaining organized records, inventories and tracking systems. Handling of sensitive and dangerous evidence, such as drugs, chemicals and firearms.
- Proper storage of criminal evidence and property.
- Proper disposition of evidence/property.
- Photography of property/evidence prior to release or for court purposes.
- Handling of confidential matters.
- Effective communication both orally and in writing.
- Effective work relationships with criminal justice system professionals and the public.
- Following written and oral instructions.
- Physical ability to stock, lift, and retrieve evidence or property weighing up to 50 lbs.
- Performing assigned duties in a safe manner;
- Demonstrated commitment to maintaining a respectful and inclusive work environment.

## Special Requirements

- Must be available to work shifts which may include holidays, weekends and overtime.
- Must be able to pass complete criminal background investigation and obtain LEDS certification upon hire.

## Classification History

2016.1.20: Reformatted and revised by Human Resources