

JOB TITLE
Police Property & Facilities Manager (RM)

JOB CODE
06190

DEPARTMENT
Police

TITLE OF IMMEDIATE SUPERVISOR
Police Captain

JOB SUMMARY

Under the direction of a Police Captain, plans, directs and supervises all activities of police central distribution center, evidence and property unit, facilities and fleet maintenance and performs other related duties as required.

<u>TASK #</u>	<u>DESCRIPTION</u>	<u>PERCENT</u>
1	Directs and supervises security, controls and maintenance of all incoming evidence and property acquired by the Police Department for safe-keeping and custody.	10%
2	Supervises periodic disposal of weapons, contraband, narcotics, intoxicating beverages as ordered by the courts.	5%
3	Directs disposal of unclaimed property through public auctions.	5%
4	Processes all requisitions generated by the department.	5%
5	Ensures maintenance repair or replacement of all safety equipment assigned to and placed in or on police vehicles and issued to police officers.	10%
6	Develops and maintains procedures for the operations and control of the departmental store-keeping function including receipts, requisitions, storage, issuance and accounting of a wide range of consumable goods and other materials.	15%
7	Coordinates and directs the evaluation of new equipment and automobiles and makes recommendations for product selections and modifications of vehicles as desired.	10%

8	Coordinates all Police facilities maintenance and modification.	15%
9	Prepares and monitors department's capital budget; maintains perpetual inventory of all department property.	10%
10	Prepares Request for Council Action, Request for Proposals and other required reports and documents as needed.	5%
11	Supervises and evaluates performance of all assigned employees.	10%

MINIMUM OR DESIRED QUALIFICATIONS

Education: Completion of the twelfth grade.

Experience: At least five years' experience in receipt, storage, issuance, inventory control, and accounting of materials, supply and equipment and processing and custody of evidence or secret materials or any combination of training and experience which provides the following knowledge, skills and abilities.

Knowledge of: Rules of evidence pertaining to custody and handling of various forms of police evidence, including chain of possession records; storekeeping methods and practices including inventory control and stores record system.

Ability to: Establish procedures and processes for inventory control and property accounting, supervise assigned employees, prepare required reports and other documents.

ORGANIZATIONAL RELATIONSHIPS

The Property and Facilities Manager serves as the Commander of the Property and Facilities Section of the Administrative Services Division of the Police Department.

The Property and Facilities Manager reports directly to the Administrative Services Division Commander (Police Captain) and is of equal middle management status with Police Lieutenants.

Class title established per Council Resolution No. 85-155,
effective 12-2-85

Revised 5/94

Reviewed: 12/02

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