

City of Fort Worth, Texas Job Description

Classification Title	Property Control Specialist		
Job Code:	CL5160	Job Family:	Clerical
Pay Grade	505	Date Reviewed:	06/27/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Performs variety of technical duties relative to the receipt, storage, protection, delivery, release and disposition of property or evidence. Receives and processes incoming impounded vehicles. Maintains appropriate chain of custody of evidence.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

When assigned to Property Room

1. Receives, documents, processes and stores evidence and other property. Assigns control numbers and storage locations to property and evidence.
2. Releases property and evidence to crime lab, courts, the public or various law enforcement agencies. Ensures compliance with applicable rules and regulations and chain of custody procedures.
3. Researches owners of property and evidence through computer. Sends appropriate certified owner notification letter.
4. Determines the final disposition of property and evidence. Prepares appropriate paper work for disposal. Removes property from storage location and prepares for the destroying, donation or auctioning of property.
5. Receives and secures citizen vehicles that have been impounded. Inspects impounded vehicle for damage and identification number. Documents pertinent damage information.
6. Operates a computer to determine owner of vehicle. Enters license plate and VIN number from impounded vehicles. Researches computer data base to obtain information on stolen vehicles and notifies auto theft department as required.
7. Calculates impound fees for vehicle release or wrecking purposes. Receives payments or fees for release or wrecking. Balances cash drawer daily.
8. Maintains and updates detailed evidence and property records. Generates and prepares court orders. Prints and delivers reports and retrieves information from the computer.
9. Answers questions and provides general information to the public regarding Police Department policies and procedures pertaining to the storage and release of property.

10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

When assigned to Fiscal and Equipment Management

1. Conducts inventory of vehicles and damage/repair assessment.
2. Transports vehicles as needed.
3. Inspects division vehicles for required State inspection, registration and tags.
4. Performs minor repairs and assists in the installation and repairs of communication equipment.
5. Assists officers and division commander with vehicle problems.
6. Develops monthly mileage report.
7. Performs other related duties as required.
8. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

When assigned to Forensic Division (Evidence Control Specialist)

1. Ensures evidence integrity.
2. Labels and packages evidence to ensure chain of custody and integrity of contents.
3. Safeguards evidence to ensure the integrity of material under analysis and to preserve the chain of custody.
4. Receives, documents, processes, stores and releases evidence according to applicable rules and procedures.
5. Collects evidence from hospitals, vendors and other sources as directed by departmental and divisional rules and procedures.
6. Takes sub samples of bulk evidence for crime laboratory analysis according to written procedures.
7. Assists police personnel with the handling, packaging, tracking and processing of evidence.
8. Performs other duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of:
 - Principles, procedures, methods and techniques used in preserving and storing

- evidence.
- Basic principles and procedures related to the disposition of release of evidence.
- Principles and procedures of auto impoundment.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Modern office procedures, methods and computer equipment.
- Pertinent Federal, State and local laws, codes and regulations.
- Skill in:
 - Planning and prioritizing.
 - Observation and decision-making.
 - Organization and time management.
- Ability to:
 - Communicate clearly and effectively, both orally and in writing.
 - Receive, document, process and store evidence and other property.
 - Determine the final disposition of property and evidence.
 - Receive and secure citizen vehicles that have been impounded and determine ownership of vehicles.
 - Ensure compliance with applicable rules and regulations and laws governing the storage, release or disposal of abandoned, stolen, seized and recovered personal property and evidence.
 - Work independently in the absence of supervision.
 - Respond to requests and inquiries from the general public.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish and maintain effective working relationships .

MINIMUM JOB REQUIREMENTS

High school diploma/GED and one year of responsible property and evidence maintenance experience

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects