

## The Maryland-National Capital Park and Planning Commission

TITLE: Park Police Property and Evidence Specialist      GRADE: 18      DATE: 7/24/2023  
SERIES: Park Police Support Series      CODE: 1022      EEO: Protective Service      FLSA: Non-Exempt

### Class Definition:

Under general supervision, performs park police property work on a division-wide basis in support of the Park Police Division. Receives, stores and releases property and evidence; maintains a computer tracking system for all property and evidence and a system of accountability for disposal or destruction of property and evidence. Performs property and asset management duties including annual and interim physical inspections of property and evidence, materials and supplies; ensures inventories are reconciled, and database updated accordingly. Orders supplies and maintains equipment and uniforms; prepares purchase requests and issues equipment. Assists in developing standards and procedures for property and evidence management in compliance with Court mandated rules and procedures. Some work is confidential or sensitive. As an individual contributor, work results in completed assignments that have important impact on park police support. Applies knowledge of park police property procedures, directives and compliance protocols for park police evidence security, property, supply management and procurement. Knowledge of property and evidence database systems. Works independently with minimal oversight. Performs various types of analyses and makes the full range of calculations. Interacts with contacts inside and outside the organization to provide advice and exchange information. Performs other duties, as assigned.

Work is assigned in terms of continuing responsibilities and requirements of specific assignments. Incumbent carries out regular, recurring work in conformance with established policies and procedures, and accepted methods and practices; and resolves commonly encountered work problems and deviations by selecting and applying the appropriate established guidelines, and brings uncommon problems to the supervisor's attention for guidance and resolution. Work is subject to review, and upon completion for conformance with instructions and guidelines, quality, quantity, timeliness, teamwork, customer service and such other factors.

### Examples of Important Duties:

1. Maintains a system of accountability as mandated by state approved and internal guidelines for the disposal or destruction of property and evidence or expugnable materials.
2. Performs daily processing of evidence to include coding, organizing, storage and file maintenance. Signs chain of custody form when placing or removing property from the vault.
3. Ensures the integrity of seized evidence and property are consistent with policies, procedures and protocols.
4. Secures and stores controlled substances and associated paperwork for forensic testing; arranges for vehicle transport to the appropriate county drug laboratory.
5. Secures, stores and arranges monies for deposit and ensures appropriate record keeping paperwork has been completed.
6. Prepares requests for purchase, obtains price quotes, receives and inventories materials and supplies; issues and maintains equipment. May discuss contracts with vendors for items such as bullet proof vests or other issued items.

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7. Assists in the development of operating and administrative standards, procedures and protocols relative to the park police property and evidence program.
8. Performs property management including annual and interim physical inspections of property, inventory, storage, and disposition of property; ensures that records and inventories are reconciled, and database updated accordingly.
9. May complete fleet management assignments, including maintaining vehicle supplies and transporting vehicles from garage to vendor. Drives Commission vehicles to transport property to other locations for disposal or testing (e.g., drugs to be tested in a laboratory, seized weapons for ballistic comparisons).
10. May serve as building manager liaison with the Commission's maintenance division to ensure the building is clean and repairs are completed in a timely manner; such as completing necessary service requests for building maintenance needs and monitoring requests, maintaining building inspection records and conducting fire extinguisher inspections.
11. May utilize the Commission issued credit card for approved credit card purchases; reconciles internal requisitions, credit card purchases, deliveries of equipment and contractor bills. Keeps records of all associated paperwork. Conducts review of credit card charges and reconciles credit card log against the credit card bank statement.
12. Logs into the dispatch system to obtain County case numbers for evidence that requires lab testing. Inputs the evidence into the evidence system and transports the lab evidence to the County police station.
13. Contacts the waste disposal authority to obtain approval for destruction of property. Sets appointment to conduct destruction of property. Arranges for the destruction of evidence to be witnessed by no less than two park police employees when property is destroyed.

### Important Worker Characteristics:

- A. Knowledge of (1) principles of property management; (2) inventory control; (3) procurement processes; (4) park police property procedures, directives and compliance protocols for park police evidence security, storage and disposition\*; and (5) Commission organization, policies, and procedures\*.

*\*Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill and ability to (1) develop, organize and prioritize work objectives; (2) provide courteous customer service; (3) follow standard operating procedures; and (4) work independently.
- C. Skill in problem solving to select, organize, and logically process relevant information (verbal, numerical or abstract) to solve a problem.

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- D. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. This includes skill in actively listening to ascertain key information, including concerns, wants and needs of others, and in coordinating to achieve desired results. Examples include arranging for transportation of police property; communicating with other divisions for building maintenance requests and inspections.
- E. Interpersonal skills to interact with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.
- F. Skill in using a computer, modern office suite software (such as MS Office), enterprise software, and specialized software; as well as office equipment and records management systems to inventory materials and supplies, maintain forensic testing documentation and building inspection records if required and the use of database systems for accountability of police property and evidence (i.e., receipt, storage, disposition, and transportation).

### Minimum Qualifications (MQs):

1. High school diploma or a Certificate of General Educational Development Certificate (GED).
2. Three (3) years of progressively responsible experience in supply work, which includes two (2) years of specialized experience in supply management, inventory management or related area, and responsible experience with police property.
3. An equivalent combination of education and experience may be substituted, which together total three (3) years.
4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required of their position.
5. Must pass police civilian background investigation to access police systems.
6. Pass Commission medical exam.

### Working Conditions:

Works in office and field. May travel or accompany agency officers to various meetings to learn or explain evidence collection and storage procedures. Lifts, carries or moves objects weighing up to 49 pounds. May be subject to various job demands such as high volume of work and tight deadlines. Responds to emergency situations as required. May be required to be available on-call, weekends or after hours as needed.