

The Maryland-National Capital Park and Planning Commission

TITLE: Park Police Property/Evidence Specialist
SERIES: Park Police Support Series

GRADE: G CODE: 2920
DATE: 11/28/05 FLSA: Non-Exempt
EEOC: Admin Support

Class Definition

Under general direction, performs specialized property supply management work. Administers the police evidence and property function, which involves duties of considerable responsibility, specialized knowledge, complexity, and variety. Job tasks are multi-functional, including property and fiscal management, purchasing research and analysis, and administrative and technical support. Assists in developing standards and procedures for property management in compliance with legal requirements. Performs other duties as assigned.

NOTE: This position is considered "Safety Sensitive" and must meet all applicable medical standards.

Examples of Important Duties

1. Assists in the development of operating and administrative standards, procedures and protocols relative to the management of property and evidence. Recommends amendments as necessary. Ensures compliance with Federal, State and local requirements. Administers database management system.
2. Establishes, implements, and maintains a system of accountability as mandated by state approved and internal guidelines for the disposal and/or destruction of property/evidence or expungeable materials; supervises the storage of impounded/seized property.
3. Plans, projects and ensures future equipment and supply needs are met.
4. May supervise subordinate personnel in the scheduling and assignment of work including reviewing timecards, contributing information to performance reviews, recommending disciplinary action, and ensuring compliance with workplace safety standards.
5. Creates internal controls to assure proper liability and chain of custody for evidence/property.
6. 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.
7. Manages evidence security; monitors access and alarm security within the primary evidence vaults and at remote facilities. Ensures integrity of seized evidence and that protocols related to custodial transfer are followed.
8. Ensures economical and efficient use of resources. Assists supervisor in analyzing necessity of equipment purchasing and equipment disposal. Conducts surveys to evaluate performance of uniforms, equipment, and supplies.
9. Fiscal management including administering purchase card program, fixed asset program

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Examples of Important Duties (Cont'd.)

management, and fiscal responsibilities relating to asset seizures. Controls expenditures within pre-approved budget; participates in budget process. Prepares remittance advices; deposits seized cash assets.

10. Prepares material requests; researches and conducts cost analysis obtaining bids and price quotes for supplies and materials; tests and evaluates products; makes recommendations for purchases.
11. Develops programs and initiatives for recycling abandoned or other surplus property.

Important Worker Characteristics

- A. Considerable Knowledge of (1) principles of property management; (2) inventory control; (3) evidence handling; (4) procurement process; (5) asset management; (6) police accreditation compliance requirements; (7) federal, state and county evidence procedures; (8) Commission policies and procedures*; (9) Park Police compliance, directives and procedures*.
- B. Skill in operation of: (1) computers and software programs; (2) office equipment; (3) records management systems; (4) financial accounting and fixed asset software.
- C. Ability to (1) develop, organize and prioritize work objectives; (2) work well under pressure; (3) provide customer service; (4) perform research and analysis; (5) follow standard operating procedures; (6) communicate effectively orally and in writing; (7) work with and maintain budgets; (8) review financial statements and prepare accounting documents; (9) work independently; (10) ability to lift up to 50 pounds.

*Developed primarily after employment in this job class.

Minimum Qualifications

1. High school graduation or GED and three years of progressively responsible experience in supply work, two of which should have involved specialized experience in supply management, inventory management, contracting, or related area, and some responsible experience with police property; or
2. An equivalent combination of education and experience.
3. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's licenses 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.

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Minimum Qualifications (Cont'd.)

4. Meet all applicable Commission medical standards.
5. Pass background investigation.

Working Conditions

Works in office and field. Some driving. Moderately heavy lifting, up to 50 pounds. Moderate pressure to meet deadlines. Responds to emergency situations as required.