

City of Springfield

PROPERTY CONTROLLER

GENERAL DUTIES AND RESPONSIBILITIES

Under the general supervision of a Bureau Commander, receives and releases items of physical evidence and other property, maintains necessary records, and provides lead direction to Police Property Clerk. Performs related duties as required.

Essential Duties

1. Enters property information on found, seized, recovered, and/or released property into a regional computerized property system; provides lead direction for the Property Clerk in the maintenance and security of the evidence room and the impound lot; provides training for the Property Clerk as required.
2. Searches for the owners of property that is secured in Property Control; obtains their addresses, and forwards letters regarding the status, and possible return of property; may telephone the owners in lieu of, or in addition to, a letter.
3. Responds to inquiries from the public regarding lost, stolen, and recovered property.
4. Operates vehicles to pick up and deliver property and evidence, and deliver paperwork to other criminal justice agencies, to include the State Police Crime Laboratory.
5. Makes decisions regarding the auction or destruction of unclaimed or impounded property, following the court release of evidence, and/or the inability to locate property owners.
6. Coordinates the preparation and planning of a City auction for the sale of unclaimed property; prepares statistical and narrative reports related to property auctions; provides lead direction for the department's handling and disposal of seized, hazardous materials.
7. Responds to major crime scenes, and takes the necessary action to maintain the integrity of evidentiary materials; testifies in court under requirement of subpoena.

QUALIFICATION REQUIREMENTS

General Knowledge, Skills, and Abilities

Thorough knowledge of the procedures and methods used for the secure maintenance, storage, and disposal of evidential property; considerable knowledge of the role of evidence in criminal investigation and prosecution; knowledge of the importance of accurate recordkeeping; knowledge of report writing techniques; ability to utilize the regional automated property recordkeeping system; ability to control the storage, disbursement, and disposition of evidence; ability to provide lead direction, assign work, and train staff as required; ability to maintain confidentiality; ability to type sufficiently to perform the duties of the position; ability to interact effectively with co-workers, property owners, court officials, other agencies, and the public; ability to complete accurate, understandable, timely reports; ability to maintain attention to details, and to function effectively under adverse conditions, that include a complete range of unpleasant crime scenes; ability to travel as required.

Experience and Training

Completion, or the equivalent, of two years of college, with coursework in criminology or a related field, and related work experience, typically three years in police property control, law enforcement, or the inventory control of sensitive material. Additional years of related college coursework may be substituted for up to two years of the required experience, or any combination of experience and training that provides the required knowledge, skills and abilities.

License

Appointees must possess a valid Oregon driver's license at the time of appointment.

Condition of Employment

Police Department employees hired after June 1986, must refrain from the use of tobacco products while on duty.

Employees performing the duties of this position after December 1992, may be subject to random drug testing.

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