



DEPARTMENT: Police

NATURE OF WORK:

Manages all property and evidence collected or seized by the Police Department as well as a Multi-Jurisdictional Narcotics Task Force.

Performs duties under the general supervision of the Investigations Division Commander for duties involved in property/evidence control. Other duties assigned fall under supervision of the Police Chief.

Work is reviewed through conferences, reports and observations.

ESSENTIAL FUNCTIONS OF THE JOB:

Collects, maintains and preserves property/evidence in accordance with department policies, Accreditation Standards and Virginia State Code.

Provides documented chain of custody for all property/evidence from entry into system until final disposition. Testifies in Court relative to evidence handling and chain of custody.

Transports evidence to Forensic Laboratory.

Applies for and executes Court Orders regarding property/evidence disposition. Applies with Commonwealth Attorney for destruction order for controlled substances and firearms, executes orders, completes and returns affidavits and reports.

Maintains, compiles and analyzes productivity statistics related to property/evidence control. Prepares written reports.

Manages computer files on property/evidence and stolen property to include development of new files and/or programs to increase efficiency and effectiveness. Logs evidence into system assigning property control numbers and assigning storage locations.

Manages property control system including temporary storage areas, refrigerators, vault, impound lot and cage area. Provides separate secure storage areas for sensitive property items such as narcotics, firearms, currency, precious gems, to prevent tampering or contamination.

Completes state mandated reports to Department of Unclaimed Property.

Initiates and completes process of application with Division of Motor Vehicles for titles of vehicles seized by JCC Police and then abandoned by their owners. Secures final disposition of said vehicles.

Provides individual and group training to department members on property/evidence collection, handling, packaging and lab submittal. Assists and advises Patrol Officers with difficult/hazardous evidence collection and packaging methods.

Sends certified letters to owners of tangible property to insure return or legal disposition to include sale at County auctions.

Audits property control system annually and assists the Chief and Investigations Division Commander with separate inspection processes.

Manages stolen property file for comparison with evidence/property collected and provides reports to Investigations. Reviews with all department members below Chief the status of property/evidence in their name in the system. Maintains towed vehicle records and records of property collected by department not entered into property control system.

Fingerprints citizens for security clearances, naturalization, etc.

Assists with evidence collection in the field when necessary.

Photographs evidence when necessary.

Processes applications for solicitors licenses.

Processes applications and issue certificates for public conveyance and individual "for-hire" licenses. Conducts field inspections of public conveyance vehicles.

Analyzes current policies, develops procedures to implement improvements in operating procedures. Performs special projects as assigned.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed indoors and outdoors in a variety of settings. Operates a variety of equipment and devices such as computers, cameras, fingerprinting equipment and evidence packaging equipment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of rules of evidence in criminal cases.

Considerable knowledge of department policies affecting evidence collection, preservation, proper handling and rules of the State Forensic Laboratory regarding evidence submittal.

Ability to prepare clear, comprehensive reports.

Ability to deal tactfully and courteously with the public and handle sensitive public contact.

Ability to teach or train other sworn personnel in matters regarding evidence collection, property control and lab submittal.

Ability to work independently, with limited supervision.

Ability to analyze evidence collection/lab submittal procedures.

Ability to keep current on changes in property/evidence procedures in Courts of jurisdiction to ensure compliance with these changes.

Ability to establish and maintain effective working relationships with county personnel and the general public.

Ability to manage several projects or tasks simultaneously, meeting deadlines and project goals.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university; considerable experience as a James City County Senior Police Officer or above.

NECESSARY SPECIAL QUALIFICATIONS:

Completion of 120 hours of Federal, State, or local certified training in a speciality area such as evidence collection, instructor training or drug recognition preferred.

Date: November 2005
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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Property Control Officer Position Number 414
Department Police Division Investigations

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others officers in other agencies
- Not essential to job function

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input checked="" type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: <u>ASP baton, firearms,</u> |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: Load bullets, trigger pull

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuousl
Lift						✓	✓		
Push/Pull						✓	✓		
Hold/Carry						✓	✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input checked="" type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input checked="" type="checkbox"/> Extension ladder | <input checked="" type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input checked="" type="checkbox"/> Other <u>See Stairways</u> |
| <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand					✓		✓		
Sit				✓			✓		
Walk					✓		✓		
Run	✓						✓		

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) <u>SUV 4-wheel drive</u>			