



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: POLICE PROPERTY AND SUPPLY CLERK I-II

DEFINITION: Under direction, collects, transports, stores, and releases evidence and other property held by the Police Department.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs the duties of the classification.

Grade Level II- Supervises Police Property & Supply Clerks I's and assumes overall responsibility for the activities, operation and supervision of the property section.

EXAMPLES OF DUTIES:

- Collects all property (evidence found and safekeeping items) held by the Police Department from evidence lockers and transports to the crime lab and/or property office;
- Logs all property including identifying information such as model, serial number and crime report number;
- Operates a personal computer and printer;
- Maintains listing of all property at all times;
- Releases property to authorized persons in accordance with State laws and departmental procedures;
- Mails form letters to owners of found property;
- Prepares evidence and other property for destruction, return to owner, or auction after receipt of authorization from investigating detail or court;
- Maintains all records related to the above duties;
- May perform audits on deficient reports from patrol officers and detectives;
- May supervise the maintenance of the property storage facility;
- May obtain court orders and oversee the destruction of contraband, narcotics, hazardous materials and weapons;
- May train and assign subordinates;
- May interview, select, evaluate, and discipline subordinates;
- May attend California Association for Property and Evidence (C.A.P.E.) meetings;
- May act in the absence of the Police Sergeant;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Ability to apply civil, penal and vehicle codes relating to the handling of evidence; the ability to type neatly and accurately at a net speed of 30 words per minute; the ability to file in alphabetical and numerical order and make simple mathematical computations;

ability to lift and move objects up to 60 pounds in weight; willingness to work a 10-hour day, four days a week or night shift, and weekends or holidays, as needed; and a valid California motor vehicle operator license.

NOTICE: Prior to appointment, applicants must pass an intensive background investigation.

HISTORY:

Established: 1985

Revised and Grades I & II added: 12/01/2001

Approval/Adoption Dates: 12/01/2001 - Human Resources Department
01/09/2002 - Civil Service Commission