



# City of Tempe

## PROPERTY SUPERVISOR

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	251	<i>Department:</i>	Police
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Property Supervisor
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range.

### REPORTING RELATIONSHIPS

Receives general supervision from the Police Bureau Manager, or from other supervisory or management staff

Exercises direct supervision over Property Technician or other property facility staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) years of experience in a police property facility, handling or impounding property and evidence and/or in property warehousing, including one (1) year of experience in supervision. Training in property management including the use and understanding of bar-coding as it relates to inventory control, project management, biohazard material handling, firearms safety, and dangerous drugs is preferred.
<i>Education:</i>	High school diploma, GED or equivalency. An associate of arts degree from an accredited college or university is preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>• Possession of, or required to obtain within six (6) months of hire, an Arizona Department of Public Safety Terminal Operators Certificate, Level B.</li> <li>• Possession of, or required to obtain, a valid Arizona forklift operator's certificate.</li> </ul>
<i>Additional:</i>	Must pass a police polygraph and background examination.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, organize, supervise and participate in the receipt, preservation and release of property and evidence to appropriate personnel in accordance with Federal and State laws and City ordinances.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Plan, organize and supervise the receipt, storage and release of impounded property; plan, prioritize, assign, supervise and evaluate the work of the police property facility staff.
- Evaluate and monitor police property operations and activities; recommend improvements and modifications; ensure compliance with applicable Federal, State and local laws and ordinances; oversee the maintenance of the Property facility and the various equipment within.
- Assist in the planning of facility renovations and new construction.
- Recommend and assist in the implementation of goals and objectives; establish schedules and procedures and changes in policies and procedures for property warehouses activities; implement and ensure compliance with policies and procedures.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justification for budget items; monitor and control expenditures.
- Coordinate the receipt of items of evidence collected by police officers; inventory and log all items; mark and store all evidence in an orderly manner for quick retrieval.
- Supervise the receipt and storage of money, narcotics, firearms, biohazard materials, and other items of a sensitive nature in an appropriate manner to ensure their security.
- Coordinate the maintenance of files and records regarding the disposition of property; ensure proper inventory, logging and disposition procedures are followed in accordance to established guidelines.
- Investigate the disposition of criminal cases in order to determine appropriate disposition of impounded property.
- Testify in court regarding the integrity of property storage, preservation and transportation.
- Receive, inventory and secure abandoned or found property; compare articles from serial numbers and descriptive features; attempt to locate owners of property and return property to owner.
- Use electronic and physical security methods and systems including the Property and Evidence Management system, bar-code inventory system, Microsoft Word, Excel, and Outlook.
- Coordinate timely disposition of evidence via coordination with Police Department and City and County Courts; advise department personnel regarding the laws and policies of evidential property control.
- Oversee the destruction of narcotics and firearms following carefully prescribed procedures.
- Advise department personnel of the laws and policies of evidential property control; instruct and train new personnel assigned to the Police Department and provide continuing education for existing department personnel.
- Answer citizen inquiries over the telephone and in person regarding property dispositions; investigate and respond to citizen complaints and recommend corrective action to resolve complaints as necessary.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary action.

- Coordinate and supervise authorized auctions.
- Direct the release of impounded property to citizens, sworn police personnel and other law enforcement agencies.
- Package, label and send property articles to other cities, states and agencies.
- Provide pro-active performance planning utilizing performance management tools.
- Prepare and compile various periodic reports on operations and activities.
- Perform related duties as assigned.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective March 1991*

*Revised October 1996*

*Revised January 2002 (Title change)*

*Revised January 2005 (Updated duties and MQ)*

*Revised November 2010 (Removed driver's license requirement)*

*Revised September 2013 (Update duties and MQ)*

*Revised July 2022 (update MQ – work experience)*

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: Property Supervisor**

**Job Code: 251**

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?		X
Will this vehicle require a Commercial Drivers License?		X

	Never 0% of time	Occas. 1-35% of time	Freq. 36-65% of time	Contin. 66-100% of time
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WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*		X		
Electrical*	X			
Power Tools*	X			
Hand Tools*		X		
Personal Protective Equipment*		X		
Computer Software				X
Fumes		X		
Chemicals		X		

ENVIRONMENT				
Indoors				X
Outdoors		X		
Working in or around water		X		
Extreme Heat		X		
Extreme Cold		X		
Office Setting				X
Confined Spaces		X		
Excessive Noise**		X		
Heights		X		
Sewage Exposure	X			
Bodily Fluid Exposure			X	

ENDURANCE				
Sit		X		
Stationary / Stand			X	
Traverse / Move			X	

VISION REQUIREMENTS	YES	NO
<b>Close</b> (clear vision at 20 inches or less)	X	
<b>Distance</b> (clear vision at 20 feet or more)	X	
<b>Color</b> (ability to identify and distinguish colors)	X	
<b>Depth Perception</b> (three-dimensional vision, ability to judge distances and spatial relationships)	X	
<b>Peripheral</b> (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
<b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)	X	
<b>No Special Vision Requirements</b>		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs		X
51-75lbs	X	
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Neck Range of Motion	X	
Climb Stairs / Ladders	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.
- Other mental attributes essential to this classification.

*DEFINITIONS/EXAMPLES
<b>Machinery:</b> bucket truck, riding mowers, backhoe etc.
<b>Electrical:</b> wiring, outlets, fuses etc.
<b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.
<b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.
<b>Personal Protective Equipment:</b> respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**\*\* Hearing test is required**