

# **Property Control Officer**

Open Competitive Examination

## **THE POSITION**

The City of San Fernando is seeking an experienced and responsible professional to become a Property Control Officer in our Police Department.

Under general supervision, receives, processes, stores and releases evidence/other property held by the Police Department; sends evidence to the crime laboratory; processes subpoenas; and performs related duties as assigned.

## **IMPORTANT & ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

- Following established procedures, receives, catalogs, and processes items of evidence into the property room; stores and safeguards items of evidence that may be used in court proceedings: documents and validated chain of custody and preserves items of evidence; following strict procedures, releases evidence to investigative, forensics and District Attorney personnel for entry into court proceedings.
- Enters all items that are under custody into the records management system.
- Processes firearms into the property room by verifying that all serial numbers and descriptions are correctly entered into the records management system.
- Prepares for transport and receives evidence sent to crime lab for analysis; updates property logs and computer systems to maintain accurate chain-of-custody reporting.
- Performs inventory control through computerized records management system; enters, searches and retrieves data; writes police reports and memorandums; performs audits.
- Pulls, transfers, accounts for and oversees the disposition of all evidence/property eligible for disposal, including weapons, hazardous materials and narcotics; notifies owners of found property; sorts unclaimed property/evidence to destroy, return to owner or auction as authorized, or to transfer or donate as appropriate.

## **IMPORTANT & ESSENTIAL DUTIES**

**(continued)**

- Receives, serves or arranges for service of witness and officer subpoenas in accordance with established rules, policies and procedures.
- May testify in court concerning evidence chain of custody.
- Assist in Detective Division as needed.
- May deal directly with the public at the detective service window to receive payment of fees, answer questions, and assist with vehicle releases and repos.

## **JOB-RELATED & ESSENTIAL QUALIFICATIONS**

### **Knowledge Of:**

- Basic recordkeeping methods applicable to evidentiary property.
- City ordinances, codes, procedures and practices regarding custody, release, destruction and return of evidence/other property.
- NCIC and other criminal justice database administrative/operational procedures and regulations.
- Basic use, storage and care of weapons.
- Proper handling and storage of drugs and chemical/biological hazards.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation.
- Safety policies and safe work practices applicable to the work.
- Records management, recordkeeping, filing, and basic purchasing practices/procedures.

### **Ability To:**

- Maintain accurate records of a wide variety of police evidence and other materials, supplies and equipment received, stored and issued.
- Prepare basic statistical and narrative reports.
- Operate a computer, standard business software and a variety of computer software programs/databases related to area of assignment.
- Reach sound decisions in accordance with City policies and procedures
- Communicate effectively, both orally and in writing

## **JOB-RELATED & ESSENTIAL QUALIFICATIONS**

**(continued)**

### **Ability To:**

- Understand and follow written/oral instructions
- Maintain confidential information
- Represent the City effectively in dealing with other agencies and the public.
- Establish and maintain effective working relationships with all those encountered in the course of work.

## **EXPERIENCE & TRAINING GUIDELINES**

A typical way to obtain the knowledge, skills and abilities would be the following:

### **Experience:**

- Two years of progressively responsible experience in clerical support or procurement and inventory control of supplies and property, preferably in a law enforcement agency; or an equivalent combination of training and experience.

### **Training:**

- Graduation from high school or GED equivalent is required; at least 18 years of age.

### **Special Requirements:**

- Must possess a valid California Class C Driver's License and car insurance on appointment.
- Will be required to work weekends, nights and holidays.

### **Physical Requirements:**

Essential duties require the following physical abilities and environmental conditions:

Ability to sit, walk, and stand for long periods; stoop, kneel, bend at waist, crouch/crawl, smell, and reach with hands/arms; feel and handle objects using hands and fingers; operate tools or controls using hands and fingers; perform repetitive movements with hands and wrists; climb/balance on ladders or stairs; frequently required to lift up to 50 pounds unaided; occasionally exposed to toxic/caustic chemicals, biological hazards and disease/infestations; and may be exposed to disturbing or traumatic events; may deal with dissatisfied/abusive individuals; specific vision abilities required include close vision, color vision, and ability to adjust focus.

## **COMPENSATION & BENEFITS**

**SALARY RANGE:** \$54,336 – \$67,296 per year

**RETIREMENT:** Public Employees' Retirement System (PERS), 3% at 60 or 2% @ 55 for Classic members (depending on hire date); 2% @62 for PEPRRA members. Both are integrated with Social Security. City pays full portion of employee's share, while employee pays partial portion of City's share of PERS for Classic members only.

**MEDICAL INSURANCE:** As part of a full flex Cafeteria Plan, employee receives a monthly flex dollar allowance (\$1,008.88 Single; \$1,739.30 Two Party; and \$2,337.42 Family) to apply toward Medical, Dental and Vision benefits offered through the City's insurance plans for employee and eligible dependents.

**LIFE/AD & D INSURANCE:** The City pays for a \$50,000 term life/AD&D insurance policy. Additional voluntary purchase (at a group rate) of up to \$100,000 for employee, \$25,000 for spouse, and \$10,000 for each child, with no medical questions asked.

**VACATION LEAVE:** Accrual varies based on years of service, and ranges from 11 days (88 hours) per year for 0-4 service years to 21 days (168 hours) for 15 service years or more.

**BEREAVEMENT LEAVE:** 3 days paid following the death of an immediate family member, and 1 day paid following the death of an extended family member.

**SICK LEAVE:** 12 days per year with a maximum accumulation of 100 days (800 hours).

**HOLIDAY:** 13 Paid holidays per year.

**BILINGUAL BONUS:** \$100 Bilingual pay per month to eligible employees.

**UNIFORM ALLOWANCE:** \$300 per year for all now-sworn personnel in the Police Department. Uniforms are provided and replaced for unit employees as required by the Department.

**OVERTIME:** Paid or accumulated compensatory time at time and one-half. Overtime paid after 40 hours per week based on a 40-hour work week. Maximum accumulation of comp time is 100 hours.

**CALL BACK TIME:** Any general employee called back to work other than as a continuation (immediately preceding or following) their regular established work schedule will be compensated at a rate of pay equal to one and one-half times their regular hourly pay. Minimum of 3 hours applies

**TUITION REIMBURSEMENT:** City shall reimburse tuition for approved courses up to a maximum of \$3,000 per fiscal year. Employee shall first verify through their Department Head that there's enough fund allocation in the budget for this team.

## **APPLICATION PROCESS**

All interested applicants must complete a City application. The Personnel Division must be in receipt of the completed application prior to the announced filing deadline. Resumes in lieu of applications, incomplete applications and late applications will not be considered.

In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at City expense.

You may pick-up an application at San Fernando City Hall (117 Macneil Street, San Fernando); **OR** you may download an application online ([SFCITY.ORG/Hiring-Now](http://SFCITY.ORG/Hiring-Now)). Applications may be submitted in person; **OR** via email ([personnel@sfcity.org](mailto:personnel@sfcity.org)); **OR** by regular mail.

Please forward all correspondence and questions to:

**City of San Fernando-Personnel Division**  
**117 Macneil Street, San Fernando, CA 91340**  
**(818) 898-1221**

## **ABOUT THE CITY**

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles.

The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Finance, Community Development, Recreation and Community Services, City Clerk and Administration departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.

*The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services. The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.*

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## **INVITES APPLICATIONS FOR**

## **Property Control Officer**

Open Competitive Examination

### **SALARY**

**\$54,336 – \$67,296 Per Year**

### **FILING DEADLINE:**

**OPEN UNTIL FILLED  
APPLY IMMEDIATELY**

**FIRST REVIEW:  
FRIDAY, APRIL 07, 2023**

