



Human Resources
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TO: Common Council Members

FROM: Diane Foster
Human Resources Director

DATE: May 21, 2015

SUBJECT: **AMENDMENT TO SALARY ORDINANCE NO. 04-15**

The Police Department is requesting an amendment to Salary Ordinance No. 04-15 to include the new position of *Property & Evidence Manager/Programs Director*.

This position is vital to the department and is a major supporter of both the Detective and the Patrol Divisions. The "property & evidence manager" duties (70%) will intake and process all evidence and found property for the entire department, as well as a wide range of other related job duties. The "programs director" duties (30%) will manage programs and community outreach for the department such as the RAD programs and training classes, manage the department's web-based programs, and assist with community outreach and police-related events.

Since Police Officer First Class Hartman vacated this position last September, the Detective Division has been performing the property management responsibilities. Creating this civilian position frees up a position that used to be performed by a sworn officer.

A copy of the Property & Evidence Manager/Programs Director job description is attached for your review.


/dmf

Attachment

Section II Administration

Department Policy #2.05.26

Job Task Requirements: Property & Evidence Manager/Programs Director

- I. Purpose: This order establishes Job Task Requirements for the position of Property & Evidence Manager/Programs Director.
- II. Policy: The incumbent is responsible for a wide range of job responsibilities. He/She will deal primarily with the management of the property room and evidence management. Incumbent will also manage and direct programs and community outreach for the department. The incumbent will serve under the general direction of the Captain of Special Services.
- III. Functions and Duties:
 - A. Essential:

Property Room Management (70%)

 1. Intakes and processes all evidence and found property for the entire department.
 - a) Receives, logs, and stores seized property and evidence.
 - b) Performs data entry of seized property in the Records Management System (RMS) and keeps track of warehoused items.
 - c) Accesses court dockets via internet to determine status of seized property and evidence.
 - d) Conducts criminal records checks and property checks using IDACS and NCIC to determine status of property and evidence.
 - e) Prepare and transport evidence to court when needed.
 - f) Testify in court, when necessary, to chain of custody of items of evidence.
 - g) Contact officers and detectives to clarify disposition of evidence/property.
 - h) Transport evidence to the state police laboratory as needed.
 - i) Update all case reports and prepare paperwork when property is released.
 - j) Properly destroy and document the destruction of any property no longer needed as evidence as deemed by the courts or rules of evidence.
 - k) Periodically prepare property to be released for sale by department policy.
 - l) Maintain the lab, lab equipment, and assist Technicians with the purchase of supplies and equipment they need for evidence collection.
 - m) Manage DVR cards and purge video from the system as necessary.
 - n) Assist with body camera video as needed.

2. Director of Programs (30%)
 - a) Oversee all RAD programs for the department.
 - b) Conduct and coordinate all department Safe Training Classes.
 - c) Manage the department web based programs such as face book, twitter and other electronic media used by the department.
 - d) Assist when needed with community outreach and police related events.

IV. Qualifications:

A. Minimum:

1. Five years police experience or equivalent education and training.
2. Computer competency and knowledge of Windows Software and other related software operating systems.
3. A working knowledge in the operations of cameras and video equipment.
4. A working knowledge of WLPD's property management system, evidence collection, and documentation.
5. Basic knowledge of the rules of evidence and court proceedings.
6. Ability to properly handle (with training) biologically hazardous material.
7. Ability to properly handle dangerous weapons and assure safety protocol.

V. Working Environment

- A Incumbent works normal daytime hours but is subject to after hour or weekend emergency call in. Incumbent primarily works inside but periods of outside work may be required. He/She will spend periods of time sitting, standing, walking, driving, and may be required to carry items related to assigned duties.
- B. Incumbent will wear business casual attire to work or as assigned by the supervisor according to duties.

Issue Date

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Revision Number: Date

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By Order of the Chief:
