



Department of Employee Relations

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Deborah Ford**  
Labor Negotiator

March 27, 2015

Fire and Police Commission  
City Hall, Room 706A

Dear Commissioners:

Enclosed is a report concerning the classification of a Property Control Manager in the Police Department for distribution to each Commissioner, the Executive Director, and for other distribution as necessary.

Sincerely,

Maria Monteagudo  
Director of Employee Relations

MM:few

Enclosures: Job Evaluation Report

C: Chief of Police Edward Flynn  
Chief of Staff Joel Plant  
Valarie Williams  
Pamela Roberts  
Cynthia Ratliff



**JOB EVALUATION REPORT**

Fire and Police Commission Meeting Date: April 2, 2015  
 Department: Police

Current	Request	Recommendation
New Position	Property Control Manager Pay Range to be Studied	Property Control Manager PR 1FX (\$62,338 - \$87,270) Recruitment Rate is at \$79,352

**Action Required**

In the Salary Ordinance, under Pay Range 1FX, add the title "Property Control Manager (6)" with footnote to read: "(6) Recruitment is at \$3,051.99 (\$79,351.74)".

**Background**

The Department of Employee Relations received a letter from Chief Edward Flynn that included a request for a classification study of one new position of Property Control Manager. A new job description was provided and discussions were held with Pamela Roberts, Human Resources Specialist.

**Duties and Responsibilities**

The basic function of this position is to, under the general direction of the Central Command Bureau Assistant Chief, be responsible for supervising and coordinating Property and Evidence operations within the MPD; the overall security and maintenance of property and evidence; and coordinate operations with intra-agency personnel, inter-agency partners, and the general public. Duties and responsibilities include the following:

- Ensure the integrity of property and evidence from the initial reception to the final disposition; provide security and control of seized, recovered, and evidentiary property including abandoned, lost or found property in the custody of the MPD; manage the chain of custody of property transferred through Department employees and the Circuit and Municipal Courts; and enforce and maintain compliance with receipt, handling, security, storage, release and/or destruction of property pertaining to federal, state, and/or local laws.
- Understand, interpret, and apply general and specific administrative policies and procedures including applicable federal, state, and local policies, laws, and regulations related to the receipt, handling, storage and release of property; testify in court depositions related to the custody and disposition of evidence and Standard Operating Procedures; and provide annual statistical reports on inventoried property.
- Supervise Police Sergeants, Police Officers, Police Service Specialist Investigators and office staff; delegate staff to manage property inventory, on-site in the warehouse or off-site at various MPD locations; and conduct performance evaluations.

- Provide annual statistical reports on inventoried property; write administrative documents including Standard Operating Procedures and Memorandums of Understanding; administer an assigned budget; maintain the accuracy of written and electronic records of property acquired; perform regular audits of money, firearms, narcotics and other evidence ensuring adherence to all policies, procedures, laws, court orders, judicial rulings, and WILEAG (Wisconsin Law Enforcement Accreditation Group) standards.
- Coordinate, collaborate, and communicate with private entities and government agencies on disposal, destruction and sale of property.

Requirements for this position include a Bachelor's Degree in Business Administration or related field and three years of supervisory experience in law enforcement and/or warehouse management of inventorying, auditing, storage and accounting. Equivalent combinations of education and experience may be considered. Note that these requirements have not yet been assessed by the Staffing Division.

### Analysis

This new civilian position will be overseeing the work in the Property Control Section and will be supervising a large staff including a position of Police Sergeant and several positions of Police Officer. Previously, the Property Control Section was supervised by a Police Lieutenant in Pay Range 836 (\$71,716 - \$86,732). A comparable pay range for nonsworn positions would be Pay Range 1FX (\$62,338 - \$87,270). There are several other supervisory classifications in this pay range including Crime and Intelligence Specialist and Tow Lot Manager.

The Police Sergeant classification is in Pay Range 831 (\$63,980 - \$77,041) with a recruitment rate at the fourth step which is currently \$71,507. To provide an appropriate differential between this new position and the positions that it supervises we recommend a recruitment rate of \$3,051.99 (\$79,351.74). This rate is 3% above the maximum of the pay range for Police Sergeant.

### Recommendation

Based on the analysis above we recommend this new position be classified as Property Control Manager in Pay Range 1FX (\$62,338 - \$87,270) with a recruitment rate of \$79,352.

Prepared by: *Sarah Trotter*  
Sarah Trotter, Human Resources Representative

Reviewed by: *Andrea Knickerbocker*  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: *M. Montegudo*  
Maria Montegudo, Employee Relations Director