



**BE A FORCE**

**Milwaukee Police Department**  
Police Administration Building  
749 West State Street  
Milwaukee, Wisconsin 53233  
<http://www.milwaukee.gov/police>

April 7, 2015

**Edward A. Flynn**  
Chief of Police

(414) 933-4444

The Board of the  
Fire and Police Commissioners  
200 East Wells Street, Room 706  
Milwaukee, WI 53202

RE: REQUEST FOR PROPERTY CONTROL MANAGER EXAMINATION/ELIGIBILITY LIST

Dear Commissioners:

At your honorable meeting on Thursday, April 2, 2015, the reclassification report for Property Control Manager was approved. Under the general direction of the Central Command Bureau's Assistant Chief, the Property Control Manager is responsible for the supervision and coordination of the property and evidence operations within the Police Department.

I respectfully request that your Honorable Commission refer this request to the Department of Employee Relations (DER) to conduct a recruitment, administer an examination, and develop an eligibility list for the position of Property Control Manager as soon as administratively possible.

Attached please find a job description for the position. Department representatives are available to assist DER staff in this matter. If you have questions regarding this matter, please contact Human Resources Specialist Pamela K. Roberts at 935-7191.

Sincerely,

EDWARD A. FLYNN  
CHIEF OF POLICE

EAF:pk  
Attachment

# JOB DESCRIPTION

## FOR DER USE ONLY

Vacancy No. _____	
City Service Commission: _____	Finance Committee: _____
Fire & Police Commission: _____	Common Council: _____

**Instructions:** Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

1. Date Prepared/ Revised: 12/9/14	2. Present Incumbent: New Position	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
3. Date Filled:	4. Previous Incumbent:	If YES, indicate underfill title in box 10.		
5. Department: Police Department		Bureau: Central Command Division:		Unit: Section: Property Control
6. Work Location: 2620 W. Wisconsin Ave		Telephone: 414-935-7570 Email:		Work Schedule: Hours: 8 / Days: 5
7. Represented by a Union?	8. Bargaining Unit: If in District Council 48, chose a Local:			9. FLSA Status:
10.	Official Title: New Position	Pay Range	Job Code	EEO Code
	Underfill Title (if applicable):			
	Requested Title (if applicable): Property Control Manager	\$63,960- \$77,350		
	Recommended Title (DER Use Only):	Approved by: _____ Date:		

**11. BASIC FUNCTION OF POSITION:**

Under the general direction of the Central Command Bureau Assistant Chief, the Property Manager is responsible for supervising and coordinating Property and Evidence operations within the Milwaukee Police Department. The manager assumes responsibility for the overall security and maintenance of property and evidence and coordinates operations with intra-agency personnel, inter-agency partners, and the general public.

**12. DESCRIPTION OF JOB** (Check if description applies to Official Title  or Underfill Title ):

**A. ESSENTIAL FUNCTIONS/Duties and Responsibilities:** (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
	<ul style="list-style-type: none"> <li>Ensures the integrity of property and evidence from the initial receipt to the final disposition.</li> <li>Provides security and control of seized, recovered and evidentiary property, as well as abandoned, lost or found property in the custody of the Milwaukee Police Department.</li> <li>Manages the chain of custody of property transferred through Department employees and the Circuit and Municipal Courts.</li> <li>Enforces and maintains compliance with receipt, handling, security, storage, release and/or destruction of property pertaining to federal, state and/or local laws.</li> <li>Understands, interprets, and applies general and specific administrative policies and procedures, as well as applicable federal, state, and local policies, laws and regulations related to the receipt, handling, storage and release of property.</li> <li>Testifies in court depositions related to the custody and disposition of evidence, as well as Standard Operating Procedures.</li> </ul>
	<ul style="list-style-type: none"> <li>Supervises Police Sergeants, Police Officers, Police Service Specialist Investigators and clerical staff.</li> <li>Delegates staff to manage property inventory, on-site in the warehouse and off-site at various MPD locations.</li> <li>Conducts performance evaluations on employees.</li> <li>Researches, analyzes and evaluates evidentiary best practices.</li> </ul>
	<ul style="list-style-type: none"> <li>Provides annual statistical reports on inventoried property.</li> </ul>

% of Time	ESSENTIAL FUNCTION
	<ul style="list-style-type: none"> <li>• Authors administrative documents (e.g. Standard Operating Procedures, Memorandums of Understanding, etc.) through clear and concise verbal and written communication.</li> <li>• Administers an assigned budget.</li> <li>• Maintains the accuracy of written and electronic records of property acquired.</li> <li>• Performs regular audits of money, firearms, narcotics and other evidence and their associated procedures, ensuring adherence to all policies and procedures, compliance with laws, court orders, judicial rulings and WILEAG standards.</li> </ul>
	<ul style="list-style-type: none"> <li>• Coordinates, collaborates and communicates with private entities and government agencies on disposal, destruction and sale of property.</li> </ul>

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
	•
	•
	•
	•
	•
	•
	•
	•
	•
	•
	•

**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Assistant Chief of the Central Command Bureau.

**SUPERVISION RECEIVED:** (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Under general supervision received from the Assistant Chief of the Central Command Bureau.

**D. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = **20**

\*The number of employees supervised will vary according to the specific work location.

**Direct Supervision:** List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties		e. Sign or approve work
b. Outline methods		f. Make hiring recommendations
c. Direct work in progress		g. Prepare performance appraisals
d. Check or inspect completed work		h. Take disciplinary action or effectively recommend such
<b>Number Supervised</b>	<b>Job Title</b>	<b>Extent of Supervision Exercised</b> (Select those that apply from list above, a - h)
Varies		
2	Police Sergeants	
14	Police Officers	
1	Police Aide	
1	Police Services Specialist Investigator	
1	Office Assistant III	
1	Teller	

**F. MINIMUM QUALIFICATIONS REQUIRED:** (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

High school diploma or equivalent. Associate's and/or Bachelor's Degree in Accounting, Police Science, Criminal Justice, Computer Science or Telecommunications preferred. Applicant should have three (3) years supervisory experience in law enforcement and/or warehouse management of inventorying, auditing, storage and accounting.

ii. Knowledge, Skills and Abilities:

Applicant shall be able to understand, interpret and apply general and specific administrative policies and procedures, as well as applicable federal, state, and local policies and laws and regulations related to the receipt, handling, storage and release of property.

iii. Certifications, Licenses, Registrations:

Applicant shall have a valid Driver's License at time of background investigation and shall maintain a valid license throughout term of employment. Applicant shall not have any misdemeanor or felony convictions related to Firearm, Theft, Drugs and/or Domestic Violence. Applicant shall also not have any imposed injunction orders. Additionally, applicant shall have a reputable financial and/or credit history (e.g. doesn't include a recent bankruptcy or poor credit). Driver license checks will be conducted bi-annually and criminal and credit checks will be conducted annually.

iv. Other Requirements:

**13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED**

The Americans with Disabilities Act of 1993 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

**G. PHYSICAL ACTIVITY OF THE POSITION:** (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	<b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	<b>Stooping:</b> Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	<b>Pushing:</b> Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	<b>Lifting:</b> Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	<b>Feeling:</b> Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	<b>Talking:</b> Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	<b>Hearing:</b> Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication

	and make fine discriminations in sound.
<input checked="" type="checkbox"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	<b>Driving:</b> Minimum standards required by State Law (including license).

H. **PHYSICAL REQUIREMENTS OF THE POSITION:** (List the physical requirements that are essential functions of the job.)

**CHECK ONE:**

<input type="checkbox"/>	<b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input checked="" type="checkbox"/>	<b>Light Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	<b>Medium Work:</b> Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Heavy Work:</b> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Very Heavy Work:</b> Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. **VISUAL ACUITY REQUIREMENTS:** (List the visual acuity requirements that are essential functions of the job.)

**CHECK ONE:**

<input checked="" type="checkbox"/>	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	<b>Other:</b> This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. **THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:**

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work:** \_\_\_\_\_%

**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	<b>The worker is subject to hazards:</b> Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to

	chemicals.
<input checked="" type="checkbox"/>	<b>The worker is subject to atmospheric conditions:</b> One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

**K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:**  
List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input checked="" type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools ( <i>please list</i> ):	
<input checked="" type="checkbox"/> Office Machines ( <i>check all that apply</i> ): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other ( <i>please list</i> ):	

**L. SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Applicant may be required periodically to work past his or her regularly scheduled tour of duty (8.0 hours) and must possess integrity, reliability and be detail oriented. Vision and hearing are required to perform essential functions. Applicant must possess good interpersonal skills to communicate with intra-agency personnel (e.g. sworn commanders, detectives, and police officers and non-sworn managers and civilian staff), inter-agency partners (e.g. District Attorney, City Attorney, Circuit Court, Municipal Court, Wisconsin Crime Lab, other law enforcement municipalities, private entities, etc.) and the general public.

**M. I believe that the statements made above in describing this job are complete and accurate:**

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*Signature of Department Head or Designated Representative*