

CITY OF ROSSFORD



Police Department

Part-Time Property Room Technician Agreement

1. Wages: The hourly agreed upon wage is 23.96/hr.
2. This agreement includes the duties and responsibilities associated with the position, not to exceed sixteen (16) hours within the eighty (80) hour pay period. Any work hours above sixteen (16) per 80-hour pay period must have prior approval of the Chief of Police or designee.
3. The Job Description and essential functions of the position are listed as "attachment A" as part of this agreement.
4. The part-time Property Room Technician will complete documentation appropriate for the position. This will include police reports, court documentation, and any other pertinent written or computer records as required by the Chief of Police or designee.
5. The part-time Property Room Technician shall abide by the terms of employment as stated in the City of Rossford Personnel Manual and the Rossford Police Department Policy and Procedure Manuals.
6. The part-time Property Room Technician must successfully complete all departmental training requirements. This shall include yearly training in the management of property and evidence (if courses are available) and daily training bulletins to completed during time at work.
7. The part-time Property Room Technician's performance will be evaluated annually per City Personnel Policy and Police Department Policy and Procedures.
8. Since all public employees (including part-time Property Room Technician) are required to be in the Ohio Public Employees Retirement System (OPERS), you will be required to pay into OPERS (current rate is 10%) and Medicare (current rate is 1.45%). The part-time Property Room Technician is not eligible for any benefits except those afforded all other part-time persons employed by the City of Rossford.

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9. The Police Chief reserves the right to remove the part-time Property Room Technician from this assignment at any time based upon his or her sole discretion, pursuant to Department policy and procedures, and within the guidelines and rules stated within the City of Rossford Personnel Policy Manual.
10. Must satisfactorily pass a comprehensive background investigation that shall include FBI / BCI Webcheck, drug screen, credit history and polygraph examination.
11. The part-time Property Room Technician is considered employment at will and therefore may be terminated at any time. This agreement shall not be deemed a guarantee of, or contract for, employment.

I accept and will abide by the terms of this agreement.

Date: _____

Allyson Murray, City of Rossford Administrator

Date: _____

Todd A. Kitzler, Chief of Police

Date: _____

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JOB DESCRIPTION (Attachment A)

Part-Time Property Room Technician

GENERAL FUNCTION:

The Property Room Technician is responsible for a variety of tasks relating to the storage and safekeeping of property and evidence. Job duties are technical in nature and support the Rossford Police Department.

ESSENTIAL FUNCTIONS:

Retrieve, process, identify, record, store, secure and insure the safekeeping of property and evidence according to established policy and procedures.

Preserve the chain of evidence upon receipt of such items into the department until released by the case agent, county or municipal prosecutor, or the courts.

Drive to various locations and work sites to pick up property and evidence.

Research cases using police reports and databases to determine their status in the judicial system, as it relates to evidence or property.

Inventory property and evidence as it is initially placed into the property room and when it is signed out for court or other purposes.

Dispose of or purge evidence or property no longer needed by the courts through actual destruction, melting, burning or auctioning of items.

Testify in court, as requested, regarding the chain of custody from receipt until admitted into court. In person contact with the public and independently answer questions and resolve concerns regarding property and evidence.

Establish and maintain effective working relationships with County and City officials, employees and the public. Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.

Meet travel requirements of the position.

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(Attachment A continued)

Perform the physical requirements of the position; work within the established working conditions of the position.

Work a flexible schedule, which may include evenings and weekends, as needed.

SUPERVISION RECEIVED AND EXERCISED:

Work is performed independently under general supervision from the Chief of Police or designee. Work is reviewed for accuracy, productivity and compliance with established procedures. This position does not supervise others.

WORKING ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position.

The Property Room Technician retrieves evidence from secure lockers and storage areas. The Property Room Technician works in enclosed, windowless rooms. The Property Room Technician may be exposed to biohazardous materials, noxious odors and chemical agents.

WORKING HOURS:

Flexible work hours. Normally eight (8) hours/week; no more than thirty-two (32) hours within an 80-hour pay period. May require additional hours based on needs of the agency.

PHYSICAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. The position of Property Room Technician has physical requirements of varying degrees based on numerous differing work circumstances. Required physical activities include walking, standing, sitting, balancing, climbing, kneeling, bending, stooping, lifting, dragging, throwing, digital dexterity, twisting the body, talking, hearing and seeing. The job requires an incumbent to move and lift heavy or bulky items and/or equipment and be able to lift up to 40 pounds unassisted. Employees must be able to safely operate a motor vehicle. Employees must be able to safely operate equipment, which consists of ladders, hand trucks, etc.

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(Attachment A continued)

KNOWLEDGE, SKILLS AND ABILITIES:

Basic inventory control principles/practices

Basic math and English

Basic computer literacy

Standard safety procedures.

Scheduling work projects to ensure timely completion.

Effectively interact and communicate with audiences of various social, cultural, ethnic, educational and economic backgrounds.

Testify during criminal court proceedings.

Learn specific computer programs utilized in property room work area.

Ensure confidentiality of transactions.

Understand and follow written and verbal instructions.

Independently determine and exercise good judgment to correctly handle varied situations in compliance with established procedures.

Communicate effectively, both orally and in writing to diverse groups and individuals.

Pay close attention to details; learn and apply detailed information, processes and protocols.

Represent the Police Department to the public in a professional manner that is consistent with the Department's Mission and Core Values.

Work effectively and productively with others; participate as an effective member of a service-oriented team.

Establish and maintain effective working relationships with City staff, other agencies and the public.

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