

POLICE SUPPLY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level positions in the professional standards division of the police department, the primary duties of which involve the purchasing and maintenance of police department supplies. Employees of this class report to and perform their duties under the general supervision of a superior officer as designated by the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Maintains department inventory of supplies and equipment. Disburses supplies and equipment to police personnel as required. Records the issuance of supplies, materials, and/or equipment to other employees. Maintains stocks of printed materials, uniform items, and weapons, and replenishes stocks when necessary. Provides for the maintenance of stock items such as batteries, flares, shotguns, mace, and other supply items. Keeps accurate records on all police department employees including sizes for shirts, pants, helmets, coats, and all other items of police apparel. Counts items according to department procedures and develops and maintains a stock rotation system. Organizes and stores department property, equipment, and supplies in an orderly fashion.

Orders supplies and equipment needed by the department, keeping such purchases within the established budget. Receives and reviews requests for supplies. Meets with sales representatives to review products and make decisions on purchasing. Prepares purchase requests according to department procedures and checks vendors' invoices to ensure items, quantities, and prices are as ordered. Compares incoming bills for agreement with purchase order or inventory. Maintains directories of vendors, suppliers, manufacturers, and advises officials of suitable and available procedures for obtaining supplies. Reviews catalogues and other supplier-provided sales documents.

Evaluates the condition of department property, equipment, and supplies which have been returned as defective in order to determine and recommend repair or replacement. Maintains a holding area for damaged or defective materials which are to be returned to the supplier. Provides for the general care and maintenance of department communications equipment and any other specialized

equipment owned and operated by the police department.

Locates repair services and arranges for repairs and maintenance of all department buildings, property, or equipment, or assigns such to qualified department personnel. Gets estimates on repair costs and determines which repair service should be used. Transports, delivers, and picks up equipment for repair or maintenance; transports, delivers, and picks up supplies by driving department vehicles. Arranges for repairs and maintenance of all department facilities, equipment, or operating systems, or assigns such to qualified department personnel. Inspects equipment or property after repairs to see that repairs were properly accomplished. Reads service manuals, parts books, and any other written material necessary to determine how to perform required duties. Provides for the general care and maintenance of inventory supplies and any other specialized equipment owned and operated by the police department.

Ensures the accuracy of department records including financial, personnel, activity, and inventory records. Personally completes all forms, records, and reports, and files as required. Writes reports, composes letters, and retrieves records, reports, or forms from files when needed.

Assists with planning and organizing departmental operations having to do with equipment and apparatus. Answers questions for the public about operation of the police department.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of appointment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must not be less than twenty-one (21) years of age.