



## City of Irving Job Description

### Property & Evidence Supervisor

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Police
<b>Job Code:</b>	33191	<b>Reports To (Job Title):</b>	Property & Records Manager

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#### **PURPOSE**

To plan, manage, and perform the daily operations of the property, evidence, and quartermaster functions to ensure materials are received, stored, and distributed in accordance with sound legal, fiscal, and customer service principles.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Directly supervise the property and quartermaster functions to ensure proper staffing levels, determining identifying staffing needs, and interviewing, training, and evaluating staff...
- Oversee receiving and management of inventory, especially property, evidence, equipment, clothing, weapons, radios, and keys.
- Assist Property & Records Manager with writing bid specs, evaluating bid returns, and preparing memos for signature by the Police Chief for purchases.
- Receive, verify, store, and dispose of large amounts of illegal drugs, including accounting to the tenth of a gram and ensuring any destruction of illegal drugs is conducted in accordance with state and federal laws and with City policies and procedures.
- Receive, store, and account for unit cash annually, maintaining cash on hand as required.
- Oversee IPD fleet maintenance coordination.
- Oversee deliveries among IPD locations.
- Answer questions and provide information to the public regarding police property and evidence.
- Maintain on-going auction list for unclaimed items, which includes submitting list to contract auctioneer and following up to ensure compliance with related laws.
- Participate in the development of the unit work plan, which includes recommending goals, objectives, policies, and procedures and preparing and monitoring unit budget.
- Prepare cost reports to support budget creation as requested.
- Develop and present a course on proper evidence collection and submittal for new recruits.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Log, process, store, and maintain police property and evidence, including completing and distributing property forms and preparing evidence for court.
- Perform related duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 6-10 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Monitors and oversees expenditure for assigned section within budget guidelines (approximately \$400,000 annually); Participates in budgetary planning for section as assigned by department.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to the completion of 12th grade plus some related college or vocational training.

### **EXPERIENCE**

- Three (3) years of related experience, with at least one (1) year of supervisory experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- NCIC Certification.
- Appropriate, valid state-issued driver's license, or the ability to obtain one upon hire.

### **KNOWLEDGE OF**

- Police Evidence: Laws and guidelines related to releasing police evidence, especially regarding confidentiality and chain of custody.
- Public Safety and Security: Rules and regulations for the protection of people, data, and property.
- Law and Government: Laws, legal codes, court procedures, precedents, government regulations, and the democratic political process.
- Purchasing and Accounting: Purchasing, and accounting principles and practices; and the analysis and reporting of financial data.
- English Language: the structure and content of the English language, including the meaning of words and grammar.
- Office Systems: Administrative / clerical procedures and systems such as word-processing, filing and records management systems, and other office procedures.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office Suite.
- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.

## **SKILLS AND ABILITIES IN**

- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Information Organization: finding ways to structure or classify multiple pieces of information.
- Maintain Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- Mechanical/Technical: Safely operating diverse equipment, including office computer, copier, weapons, and scientific measurement equipment.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Service Orientation: Actively looking for ways to help people.
- System Perception: Discerning when important changes have occurred or likely will in a system.
- Systems Analysis: Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- System Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.

## **GUIDANCE RECEIVED**

### **Accepted Methods and Procedures**

Broad supervisory direction, seasoned knowledge, accepted methods and procedures, and stated policies guide completion of assignments and decisions made. Makes recommendations to superiors about moderately complex issues and procedural changes.

## **CONTACTS**

Internally, the position will regularly engage with teams and division heads. Externally, it interacts with citizens, as well as, other organizations on behalf of the City.

## **EQUIPMENT AND PROPERTY**

This position uses standard office equipment, as well as, equipment to assure property is properly preserved.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to listen and see. Frequently, s/he is required to carry, drive a vehicle, grasp, handle, feel, lift up to 50 pounds, pull, push, reach, sit, smell, stand, talk, and/or walk. Occasionally, s/he is required to kneel and/or stoop. Specific vision abilities required by this job include close vision, distance vision, and color vision.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee may be exposed to blood-borne pathogens, a dirty environment, extreme temperatures, air contamination, and/or toxic or caustic materials. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment usually is moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.