



## City of Irving Job Description

### Property & Evidence Supervisor

---

<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Police
<b>Job Code:</b>	J191	<b>Reports To (Job Title):</b>	Property & Records Manager

---

#### 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.