



## City of Loveland Position Description

### PROPERTY ROOM MANAGER

**Pay Range:** 4

**Daily Reports To:** Chief of Police

**FLSA Status:** Non-Exempt

**Department:** Police

**Employment Status:** Part-time

**Civil Service Status:** Unclassified

#### GENERAL PURPOSE

Under general administrative direction, plans, directs, and manages the activities, staffing, resources and operations of the City's Police Department; Maintains proper evidence facilities, equipment and procedures concerning the custody, storage and organization of all Department evidence; supervises and/or executes the agency's obligations in the correct disposition of evidence and of property forfeited through civil or criminal process; ensures the correct completion of forms, chain of custody records and receipts related to the submission, transports evidence and/or property in a secure manner to designated locations; prepares and submits forms/letters requesting disposal of evidence; ensures the timely updating of all related property records; prepares, submits and maintains destruction orders by court of record. Develops and maintains a thorough knowledge of current property room procedures and agency policy relating to evidence management and control; makes recommendations based on statutory changes, case law and other sources, for the revision of existing agency policy as necessary. Prepares for and participates in regular property room inventories and audits. Works with detectives, other law enforcement agencies, crime laboratories, attorneys, prosecutors and court officials; assists prosecutors in preparation of cases; appears in court and other official proceedings to provide testimony regarding evidence management, chain of custody and storage; provides information to the public regarding related law enforcement matters. Attends job related training as required. Demonstrates regular and predictable attendance. Performs other duties and assists with other division matters as required or assigned.

#### MINIMUM QUALIFICATIONS

##### Job Specific Qualifications

- Must be a US Citizen
- Must be a resident of Ohio
- Must be 21 years or older at the time of employment
- Must be free from Felony convictions and disqualifying criminal histories
- Must be able to read and write the English language
- Must be of good moral character, temperate, and have industrious habits

##### Education and Experience

- High school diploma or GED
- Preferred: Bachelor's degree from an accredited college or university with major course work in forensics, criminal justice, related field; International Association for Property and Evidence (IAPE) accreditation, or Evidence Technician certification.

##### Necessary Knowledge, Skills Abilities

- Ability to learn the applicable laws, ordinances and department rules and regulation
- Ability to perform work requiring good physical condition
- Ability to communicate effectively orally and in writing
- Ability to establish and maintain effective working relationships with peers and supervisors
- Ability to exercise sound judgment in evaluating situations and in making decisions
- Ability to learn the City's geography
- Ability to deal courteously and diplomatically with the general public
- Ability to maintain confidentiality
- Ability to arrive at constructive solutions while maintaining positive working relationships
- Ability to identify problems, recognizing symptoms and causes, and identify alternative solutions

- Ability to make timely, sound decisions
- Ability to interpret complicated policies, procedures, protocols and government regulations
- Ability to speak effectively one-to-one
- Ability to speak effectively before groups and to respond to questions
- Ability to deliver effective presentations and testimony
- Ability to effectively manage time and to adapt to changing conditions and priorities
- Ability to exercise independent judgement and discretion and to work without direct supervision
- Ability to recognize, collect, record, and document evidence and property
- Ability to work safely with toxic substances, blood borne pathogens, firearms, and other weapons

#### **Licensure or Certification Requirements**

- Must possess, or be able to obtain by time of hire, a valid State of Ohio driver's license
- Must be able to complete required training in Property Room Management and Evidence

#### **Minimum acceptable characteristics (\*indicates developed after employment)**

- Knowledge of city, state, and federal laws / ordinances
- Laws of search and seizure
- Techniques of interview and interrogation
- Criminal case preparation and criminal procedure
- Crime scene management
- Work with the public in a courteous respectful manner
- Department regulations and policies and procedures\*

#### **SELECTION GUIDELINES**

Formal application; review of education and experience; oral interview; background investigation; psychological evaluation; truth verification test; drug screening test; final selection.

#### **ESSENTIAL FUNCTIONS OF THE POSITION: (For purposes of 42 USC 12101)**

- Manage and lead all Police Department property and evidence activities
- Create and manage objectives, priorities, and administrative procedures for the department and assigned services
- Demonstrate leadership and commitment to the highest ethical values in the delivery of public service
- Manage and allocate resources appropriately
- Monitor and evaluate the efficiency and effectiveness of service
- Forecast funding necessary for equipment, materials, and supplies
- Oversee the safety standards for personnel and equipment for the department regarding property and evidence
- Represent the Police Department to other departments, outside agencies, and courts
- Advise peers preparing for court cases
- Carries out duties in conformance with Federal, State, County and City laws and ordinances
- Interprets, conveys, and ensures implementation of agency policies, procedures, and methods; while staying abreast of recent laws and trends within law enforcement
- Participates in budget development and administration as well as grant applications and the administration of grants
- Conducts, creates, and prepares audits and reports of property and evidence.
- Recognizes, collects, records, and document property and evidence.
- Ability to work safely with toxic substances, blood borne pathogens, firearms, and other weapons

#### **PERIPHERAL DUTIES**

- Maintains contact with general public, court officials, and other City officials in the performance of police operating activities
- Performs other duties as required

## EQUIPMENT OPERATED

The following are examples only and are not intended to be all inclusive of the equipment required for the position.

Several types of vehicles, first aid equipment, camera, hand tools (eg. hammer, screwdriver, drill, etc.), and other tools as required.

Computer desktop, laptop, tablet, and smartphone. Software programs to capture, store, and recall data. Other computer technology as required.

## INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS (For purposes of O.R.C. 4167)

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

While performing the duties of this job, the employee is frequently required to sit, stand, walk, manipulate objects, packaging and moving boxes and containers; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl, smell, talk, and hear.

While performing the duties of this job, the employee occasionally works in outside weather conditions (extreme heat, cold, precipitation, etc.). The employee occasionally works near moving vehicles and mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, body fluids, extreme cold, extreme heat, and vibration.

The employee must occasionally lift and /or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderate.

Job is typically onsite in an office environment but occasionally requires work on holidays, at night, during the day, and up to 16 hours in a day.

### Physical Requirements Not Obvious from Essential Functions:

May be called upon to participate directly in crime scene processing or evidence collecting.

May be exposed to toxic materials, bloodborne pathogens and other infectious environments; may be required to extend work schedule during emergency situations.

## SIGNATURE

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

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(Approval of Appointing Authority)

(Date)

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(Employee Signature)

(Date)