



Pasco Sheriff's Office
POSITION DESCRIPTION



Position Number: 584

Retirement Class Code: HB (Special Risk)

Class Title: Property Evidence Manager

Type of Position: Civilian

Pay Grade: P20

1. Workweek: Full-Time (80 hours bi-weekly)

2. FLSA: Exempt from overtime

3. EEO Category: 02 (PROFESSIONALS)

4. Department: Forensic Services Section

5. Section/Org Code: Compensation; Org. Code 8810

6. Location: Land O' Lakes

7. Job Summary: The Property Evidence Manager position is a highly responsible civilian position responsible for management of the Property and Evidence Section daily activities and operations. Responsibilities include developing training programs for sworn and non-sworn personnel; supervises the receipt, storage, safeguarding, disposal, inventory control and issuance of a wide variety of property and evidence; develops and maintains a quality assurance program; oversees the development and implementation of a training program; establishes policies and procedures to meet national property unit standards; researches and implements new technologies to increase efficiency; and performs related duties as required.

8. Working conditions: A member in this job classification spends at least 65 percent of their time performing duties that involve the collection, preservation, documentation, and preparation for analysis of human tissues or fluids or physical evidence having potential biological, chemical or radiological hazard or contamination. This position may be required to work shift work, weekends and on call when necessary.

9. Position reports to: Director of the Investigative Support Division

10. Position directly supervises: Property Evidence Supervisors

11. Education and Experience:

BA/BS degree from an accredited college or university is required. An associate's degree or 60+ hours from an accredited college or university and two (2) years of law enforcement or active military service may be considered in lieu of the BA/BS requirement. High School Diploma and four (4) years of law enforcement or active military service may be considered in lieu of degree. Additionally, a minimum of four (4) years of supervisory/management is required for this position, with supervisory/management experience in law enforcement/property evidence preferred. Property evidence certification through either Property Evidence Association of Florida (PEAF) or International Association of Property Evidence (IAPE) required, or obtain one within the first year. Knowledge of bar coding systems is highly desirable. Computer skills and knowledge of laws pertaining to property and evidence is preferred for this position. This position must maintain a Valid Florida Driver's License at all times. Unescorted CJIS clearance as authorized by FDLE is required.

The Pasco Sheriff's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Pasco Sheriff's Office will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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12. Illustrative duties and responsibilities:

50% DUTY AREA - Illustrative Tasks: Knowledge of proper handling, transmittal and disposal of evidence, state statutes, and criminal justice system. Knowledge of the principles and practices of supervision. Knowledge of evidence and other types of property disposition and disposal. All KSA of the Property Evidence Supervisor, Property Evidence Specialist I and II. Under the general direction of the Director of the Investigative Support Division, supervises and coordinates the personnel and activities of the PSO Property and Evidence Section; supervises assigned personnel; supervises the receipt, storage, safeguarding, disposal, inventory control and issuance of a wide variety of evidence, narcotics, supplies, and property; researches and implements new technologies to increase efficiency; investigates missing property; and performs related duties as required. May give official testimony as custodian of evidence.

50% DUTY AREA – SUPPORT AND ADMINISTRATIVE: Illustrative Tasks: Compile property reports; maintain quarterly, bi-annual, and annual files/reports on property activity. Maintains records with computer entries, and written reports. Develops training programs for sworn and non-sworn personnel. Assists in the training of personnel. Develops and maintains a quality assurance program. Establishes policies and procedures to meet national property unit standards; Monitors and approves overtime and time sheets. Creates, maintains, and improves, efficient filing systems. Investigates administrative policy concerns. Participates in Sheriff's Office recruitment and community relation activities as directed. Performs related work as required or directed.

13. Associated knowledge, skills and abilities:

Knowledge of:

Methods used in receiving and preserving physical evidence and the use of such evidence in establishing guilt or innocence
All Knowledge, Skills, and Abilities doe all positions in the Property Evidence Section
Geographic locations
Office policy and procedures
Florida Statutes/County Codes
Human Diversity Awareness
Weapons and gun safety for storage
Customer and personal service
Principles of leadership
CPR

Skilled in:

Possess short/long term memory
Relate well to the public
Listen and comprehend radio traffic
Maintaining a professional bearing and attitude at all times while on duty with supervisors, subordinates, peers and public.
Budget management

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High personal integrity and sound professional ethics
Complex problem solving
Critical thinking
Active learning
Time management

Ability to:

Direct and coordinate the work of subordinates
Clearly speak, understands, read, and legibly write English
Communicate effectively with staff members and general public
Operate a personal computer, peripheral equipment and assigned software.
Prepare documents, forms, reports and statistical data.
Operate motor vehicles in a safe and efficient manner, day or night, in compliance with all state laws and regulations regarding operation and licensure.
Perform routine mathematical computations.
Use independent judgment and make technical and professional decisions on a daily basis.
Plan, organize and bring assignments to completion.

MINIMUM PHYSICAL AND OTHER REQUIREMENTS

The physical abilities listed below are estimates of time spent during a typical workday to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 30 lbs
- Occasionally bend, squat, reach, kneel, or twist

Other requirements:

- 20/40 vision (corrected/uncorrected)
- Ability to hear conversation at a normal level (assisted/unassisted)
- Ability to work shift work
- Ability to work in hazardous conditions
- Ability to perceive and differentiate normal colors
- Ability to climb 6 foot ladder
- Possess manual dexterity sufficient to perform required job skills

THE FOLLOWING ARE CONDITIONS/HAZARDS/CIRCUMSTANCES/SITUATIONS THAT MAY BE ENCOUNTERED IN THE COURSE OF PERFORMING THE ESSENTIAL FUNCTIONS OF THE JOB DESCRIBED. THIS LIST IS INCLUSIVE BUT NOT LIMITED TO: EXPOSURE TO THE ELEMENTS, STRESS, VERBAL ASSAULTS, EXPOSURE TO INFECTIOUS DISEASES

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14. Equipment or machines routinely used in this position: Agency vehicle, cell phone, telephone, agency computer, agency software programs; calculator; photocopier; facsimile machine, scissor lift

15. Amount and type of supervision position receives: Member will work under moderate guidance and supervision of the Director of the Investigative Support Division or designee.

16. Review procedures: Work is reviewed upon completion and/or periodically by the Director of the Investigative Support Division or designee. This position will receive a formal written performance evaluation in accordance with General Order 35.1.

17. Tier 1: Key and Mission Essential: This position designation is for those that are needed to ensure the immediate and continued support for operations and mission essential functions within the agency. It is necessary for this position to perform duties of leadership, specialized functional support, or subject matter expertise required to sustain the organization.

18. Remote Work. Position has option for remote work with bureau commander approval. Employees authorized for remote work may be required to return to the office periodically or upon request when needed, and any decision to allow remote work remains in PSO's absolute discretion and may be subject to change at any time.

19. This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are estimated annual averages and as such are subject to periodic fluctuations. This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the member for this job. Duties, responsibilities and activities may change at any time with or without notice.

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