

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: SUPERVISOR, PROPERTY SECTION

Exempt: No

Job Type: 4219E

Pay Grade: E410

Department: Office of the Sheriff

Approved/Reviewed By: Sheriff Darren Weekly

Date: 01-10-23

General Duties: Supervisor, Property Section performs supervisory and administrative work, planning, organizing, and directing the activities of the Property Section. Work involves overseeing the intake, storage, tracking, and release of evidence, ensuring proper chain-of-custody and compliance with legal standards, standard operating procedures along with policy and procedures. This role includes supervising staff, maintaining security and organization of evidence storage, and collaborating with law enforcement and legal terms pertaining to the Property Section.

Supervision Exercised: Serves as the civilian Supervisor of the Property Section. Oversees the daily operations of the Property Section to include scheduling, coordinating, evaluating, and the direct day-to-day operational supervision of the staff assigned to the Property Section.

Supervision Received: Works under the general supervision of the Lieutenant of Investigations.

Examples of Duties and Responsibilities:

- Manage the intake, storage, and release of evidence while maintaining accurate records.
- Supervise evidence technicians and ensure adherence to policies and procedures.
- Conduct new hire training and onboarding for all new hires in the division.
- Coordinate work schedule and monitor workloads.
- Provide coaching and mentoring to employees in addition to completing performance evaluations.
- Conduct regular audits and inventories to ensure proper evidence handling and documentation.
- Oversee the security of evidence storage areas and ensure compliance with legal and department standards.
- Collaborate with detectives and legal teams to provide timely access to evidence.
- Testify in court regarding evidence handling and chain-of-custody as needed.
- Performs other duties as assigned.

Experience and Education:

- Four (4) years of progressively responsible experience in law enforcement and one (1) year of supervisory experience preferred.

- High school diploma or equivalent required.
- Ability to work holidays and weekends as an essential employee.
- A valid Colorado Driver's License and a good driving record.
- Ability to pass a Sheriff's Office background check and qualifying exams.

Essential Functions:

Language Skills: Ability to read and interpret documents and procedure manuals. Ability to read, interpret and develop routine documents, reports, and correspondence. Ability to communicate effectively with co-workers and the public. Ability to establish and maintain effective working relationships. Ability to cope with and defuse angry, emotional, and exited persons.

Basic Knowledge: Extensive knowledge and understanding of basic and advanced office procedures and methods.

Mental Abilities: Able to comprehend and retain information related to general job assignments within context of the position held. Able to understand and follow oral and written instructions and maintain confidentiality of information.

Physical Skills: Job requires walking and standing periodically. Prolonged periods of sitting at a desk and working on a computer scanning and typing for data entry is usual. Periodically requires lifting file boxes weighing up to 20 pounds. Must be able to operate general office equipment, reach with hands and arms, talk, hear, and tolerate a quiet to moderate noise level in the workplace.

Public Interaction: Explains relevant information as required by verbal and written methods. Assists public as a resource for information relevant to the job assignment. May be required to explain procedures, laws, complaints, and other information as required by verbal and written methods. Ability to deal with upset and/or irate individuals.

Verbal Skills: Speaks English clearly and converses effectively with persons of divergent ethnic, cultural, and educational backgrounds. Projects voice clearly when necessary while under personal stress.

Computer Skills: Must be proficient with the Microsoft Office 365 suite and other related software. Meet minimum standards for typing and data entry.

Office Policies and Procedures: Demonstrates a working knowledge of and compliance with all Office policies, procedures, and directives.

Emotional Abilities: Controls personal emotional responses and acts appropriately under high levels of personal stress. Demonstrates sensitivity to feelings of others; listens with empathy towards others; and displays compassion to those in distress. Controls personal aggressive responses and acts in a manner designed to calm volatile persons.

Social Skills: Establishes and maintains effective relationships with peers, supervisors, and the

public.

Mathematical Skills: Ability to calculate figures and amounts such as interest, proportions, percentages. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or scheduled form.

Judgment: Applies knowledge and reasoning to make prompt and effective decisions quickly in both routine and non-routine situations; evaluates alternative courses of action and selects the most acceptable alternative; makes sound decisions in a timely manner; sizes up a situation quickly and takes appropriate action.

Initiative: Ability to undertake on assignments without waiting to be told what to do. Makes an effort to improve skills and keep informed of new developments in the field; exerts the effort needed to make sure the job is done correctly; is consistently productive.

Physical Demands: Job requires intermittent walking and standing. Periodically requires lifting file boxes weighing up to 20 pounds. Prolonged sitting and typing for data entry are usual. Must be able to operate general office equipment, reach with hands and arms, talk, hear, and tolerate a quiet to moderate noise level in the workplace.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

Other: *In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.*