

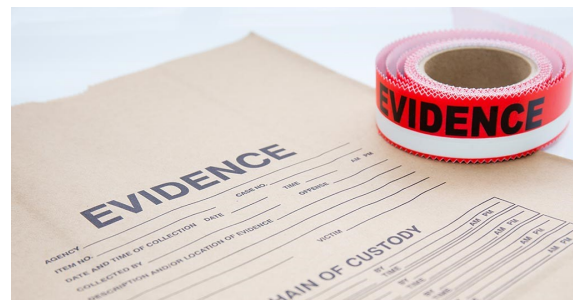


Property & Evidence Manager

The Amarillo Police Department is seeking applications for a Property and Evidence Manager.

Ideal Candidate

The City of Amarillo is seeking an engaging leader for the newly established position of Property and Evidence Manager. The ideal candidate will possess strong organizational abilities in the management and custody of vital evidence to be utilized in court proceedings. The Property and Evidence Manager will be a task and goal oriented individual with a track record of strict attention to detail. The new Property and Evidence Manager must possess the highest levels of integrity and embrace the Amarillo Police Department's Core Values of: Honor, Truth, Integrity, Service, Courage, and Leadership. This position mandates that the ideal candidate have strong interpersonal communication skills and the ability to motivate those whom have been entrusted to the Manager's supervision. The ideal candidate will have a high level of intrinsic motivation for themselves and the ability to recognize both current and future issues that need to be addressed. The forward thinking leader that is chosen for this position will possess a participative management style; actively seeking to foster trust and cohesiveness within the facility.





The Department

Members of the Amarillo Police Department, through leadership and a professional culture, are guided by the highest ethical standards. We embrace the values of Honor, Truth, Integrity, Service, Courage and Leadership. The City of Amarillo is proud of its professional and progressive Police Department, and the department enjoys strong community support. The Amarillo Police Department has been recognized as providing exceptional service to the citizens of Amarillo. Since 2009, the department has been rated a "Recognized Law Enforcement Agency" by the Texas Police Chief's Association (TPCA). The Department has an authorized strength of 372 officers, 73 civilian personnel and budget of \$49 million.

The Community

Amarillo consists of a population of 199,000 residents covering 100 square miles and is the 14th largest city in Texas in terms of population. Amarillo is situated in the intersection of Interstate 40 and Interstate 27 and is approximately 120 miles north of Lubbock, 360 miles northwest of Dallas-Fort Worth, and centered 275 miles from both Albuquerque and Oklahoma City.

Amarillo offers a rich environment for higher education. Texas Tech University has a campus in Amarillo, as well as our local community college, Amarillo College. West Texas A&M University is in Canyon, TX which is about 20 minutes from Amarillo. All campuses produce high quality graduates.

The arts are well represented in the Globe News Center for Performing Arts which is home to the Amarillo Symphony, Amarillo Opera and Lone Star Ballet. The Amarillo Little Theater presents local productions of drama and comedy, while the play 'Texas', a musical, is held at the outdoor amphitheater in Palo Duro Canyon and draws people to Amarillo from all over the world. This musical celebrates our pioneering Panhandle spirit.

Local museums such as the Don Harrington Discovery Center, American Quarter Horse Museum and the Panhandle Plains Historical Museum (in nearby Canyon, TX) offers a wide array of learning opportunities for all ages.

Amarillo has events for sports enthusiasts as well. The Amarillo Bulls (Hockey), the Amarillo Sod Poodles (AA Baseball), as well as the Amarillo Bombers (Indoor Soccer) team.

For outdoor enthusiasts, Palo Duro Canyon, the second largest canyon in the country after the Grand Canyon, is a short 20-minute drive. Amarillo boasts several parks, the Amarillo Zoo, several golf courses both public and private, and Wildcat Bluff Nature Center.



Job Description:

Responsible for managing the Property and Evidence Unit of the Amarillo Police Department. Under supervision and in accordance with procedures, serves as the custodian of property and evidence. Supervises a staff of evidence technicians and maintains strict compliance with operational standards.

- Oversees the release of evidence and the disposition or destruction of unclaimed and superfluous property and evidence and testifies in court.
- Supervises daily activities of staff and operation.
- Maintains strict chain of custody of evidence, transfer evidence to storage facilities and dispose of evidence.
- Arranges for transfer of property to be auctioned.
- Maintain security of evidence and maintain records on evidence storage and chain of custody.
- Works closely with other units to ensure evidence is properly handled and stored.
- Ensures the proper maintenance of the property warehouse and equipment.
- Arrange appropriate training for property unit employees.
- Prepare personnel evaluations.
- Performs other duties as assigned by supervisors.

This position is open to all applicants.

Salary Group: G12 (DOQ, Starts at \$41,743)

PREFERRED QUALIFICATIONS:

Prior experience in law enforcement evidence and property operations, TAPEIT property officer certification or out of state equivalent, Bachelor's degree from an accredited university or college.

Apply at:

<http://careers.amarillo.gov>

