

# Property Room Manager

Part-Time

Pay Range: \$23.24 to \$31.96 / hour,  
based on qualifications

## WE ARE HIRING

Loveland Police Department



### Key Responsibilities:

- Recognizes, collects, records, and documents property and evidence
- Conducts, creates, and prepares audits and reports of property and evidence
- Oversees LPD's safety standards regarding property and evidence
- Represents LPD to other departments, outside agencies, and courts
- Advises peers preparing for court cases
- Carries out duties in conformance with federal, state, county, and city laws & ordinances
- Works safely with toxic substances, bloodborne pathogens, firearms, and other weapons

### Education & Experience:

- High school diploma or GED required
- *Preferred:* Degree from an accredited college or university with major course work in forensics, criminal justice, or related field
- *Preferred:* Training or certification in Property Room Management and/or Evidence Collection and Processing
- Must possess valid State of Ohio driver's license by time of hire

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