CLASSIFICATION TITLE:	JOB NUMBER:	AFFILIATION:
Police Quartermaster	JP-0112	Police Professional Staff Guild
REPORTS TO:	**PAY GRADE:**	**FLSA STATUS:**
Police Professional Staff Supervisor	PPSG 08	Non-Exempt

GENERAL SUMMARY

Performs technical work maintaining inventory of all equipment, vehicles and supplies within the Police Department, and related work as apparent or assigned. Work is performed under the moderate supervision of the Police Professional Staff Supervisor or designee (supervisor).

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Schedules and coordinates the maintenance and repairs of police equipment, vehicles, bicycles, and other items; documents, and tracks maintenance of all items, including traffic and tactical vests, fire extinguishers, digital cameras and recording equipment, crime scene processing equipment, firearms, goggles, masks, first aid and bloodborne pathogen kits, flashlights, etc.
- Maintains communication with Police Officers on the status of all repairs concerning their assigned vehicle or equipment, and temporarily reassigns them to a different vehicle as necessary.
- Manages vehicle lease mileage, checks the vehicle maintenance on a monthly basis and documents mileage; reassigns vehicles as necessary to different officers to ensure the mileage cap is not exceeded before the end of the lease contract.
- Maintains files and inventory and inspection checklists on every piece of equipment issued to the Police Department; tracks usage; maintains records of issued equipment; restocks and orders supplies as necessary; tracks invoices and

creates reports; researches and purchases officer uniforms and accessories; maintains serial numbers of all relevant equipment.

- Ensures handheld and mounted radars are recalibrated and recertified annually and properly assigned; manages radar list in report writing room so officers can ensure they have the proper tuning forks with their radar and maintains accurate files on each radar to provide to the legal department as needed.
- Maintains and ensures the building storage rooms and police garage is clean and organized; schedules various building repairs and installations as needed; maintains fire extinguishers in the building and vehicles and assists with annual inspections.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Department's mission, methodologies, and policies in general, including specific procedures and deadlines covering the vast variety of paperwork in the handling of police records.
- Roles and responsibilities of police officers and command staff.
- Alpha and numeric filing systems.
- Financial and statistical record-keeping techniques.
- Word processing and desktop publishing software applications used by the City.
- Proper telephone techniques and etiquette.
- Modern office practices, methods, procedures, and equipment.
- Record-keeping and inventory principles, procedures, and techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

Skills and abilities to:

- Learn, interpret, apply, and explain laws, codes, regulations, policies, and procedures applicable to assigned tasks.
- Learn department and program objectives and goals.
- Work in an extremely fast paced environment and complete work with a minimum of errors.
- Maintain a high degree of confidentiality.
- Maintain accurate logs, records, files and filing systems pertinent to option class.
- Work shifts covering 24/7 operation, including nights, weekends, and holidays.
- Perform administrative support and clerical accounting duties with speed and accuracy.
- Understand and work within scope of authority.

- Transcribe material from transcription machine tapes or notes, type 35 WPM with accuracy and perform data entry with speed and accuracy.
- Use good judgment and remain calm, objective, positive, and empathetic despite pressures from citizens or officers in critical, emotion-laden situations.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities, and meet critical time deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

Valid driver's license.

EDUCATION AND EXPERIENCE

High school diploma or GED and up to one (1) year experience as a Quartermaster, or in a related field, such as supply, logistics, warehouse operations, or law enforcement.

COMPETENCIES

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.

- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires the regular and punctual attendance at the office or other assigned locations; work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work occasionally requires standing; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization *(for Archive)*

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

Human Resources Director	**Date** 7/07/2026
Department Head	**Date** 7/8/2026
City Manager or Authorized Designee	**Date** 7/8/2026