MARCH 2016
FLSA: NON-EXEMPT

POLICE RECORDS SUPERVISOR

DEFINITION

Under general supervision, plans, coordinates, and supervises and reviews the operations of the Police Department's Records Division, including computer system administration; performs the preparation, processing, indexing, storage, retention, dissemination and disposition of police records; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Police Chief. Exercises direct and general supervision over supervisory, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a non-sworn classification responsible for the police records unit. Responsibilities of the position are centered on extensive contact with departmental patrol and investigative personnel and the public, in person and over the telephone and radio, in both emergency and non-emergency situations to receive, transmit and provide factual information, forms, and reports. Successful performance of the work includes ensuring that police records are prepared, filed, maintained, distributed, and purged according to policies, procedures, and regulations of the department and a variety of state and federal criminal justice agencies. This class is distinguished from other office support and administrative classes by the necessity for a knowledge of law enforcement practices, procedures and terminology in addition to the Public Records Act and those portions of the Government Code pertaining to public records

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Supervises and participates in the work of assigned employees in the operation of the Police Records Division; directs, coordinates and evaluates work performance.
- Plans, oversees, and coordinates the collection, maintenance, retrieval, and distribution of official law enforcement documents and information in accordance with federal and state laws and department policies; maintaining an adequate follow-up system to ensure completion of each.
- Coordinates the dissemination of information to department staff, attorneys, courts and the public in compliance with laws, regulations, guidelines and procedures.
- Develops, revises, and implements policies, procedures, and guidelines to ensure compliance with statutes affecting police department records functions, including confidentiality and release of records and criminal history information.
- Serves as the custodian of records for the Police Department, including accepting and responding to subpoenas for the release of records, establishing schedules and methods for records maintenance, directing the destruction of police records in accordance with

departmental policy and state and federal mandates and maintaining procedures for security of and access to police records; testifies in court as custodian of records or as otherwise required.

- Directs maintenance of departmental record-keeping system in accordance with legal requirements, City, and departmental policies and accepted standards.
- Identifies and seals juvenile records in accordance with Court orders.
- Maintains effective work procedures in the records section; analyze, design and implement changes and decisions as necessary, coordinating with other sections within and outside the Police Department; insures departmental compliance with relevant laws, regulations and policies.
- Interprets, applies and enforces all current laws, regulations and procedures governing the security and processing of police records; train sworn and non-sworn personnel on changes in laws and new systems and resources available in records management; creates new or updates existing procedures and forms to comply with laws and regulations.
- Conducts research, compiles data and information and prepares reports on records and service related issues as assigned by the Police Chief; assists with coordination of services on departmental projects.
- Prepares Section's annual budget and monitors expenditures throughout the year; secures service for maintenance of record's equipment; approves purchases of all section supplies and equipment.
- Coordinates the receipt, recording, and dismissal of warrants; liaison to the Sheriff's warrant systems.
- Coordinates computerized records and dispatch computer systems with other criminal justice agencies at the local, state, and federal level.
- Represents the department on issues relating to computerized records systems with the Department of Justice, County court system and other criminal justices agencies.
- Attends organizational and governmental agency meetings regarding operational performance and procedural issues in the field of police records management.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Functions, principles, and practices of law enforcement agencies.
- Principles and practices for records management, including records disbursement procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned divisions.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Business letter writing and the standard format for reports and correspondence.
- Modern office practices, methods, and computer equipment and applications related to the work, including automated information systems for Federal, State, and regional law enforcement.
- Business arithmetic and statistical techniques.
- Record keeping principles and procedures.
- Principles and practices of data collection and report preparation.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, on-time, and within budget.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Maintain accurate records and files of work performed.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of manual and computerized record keeping systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a two years of college level course work related to the area of assignment and three (3) years of experience in a law enforcement agency, which has provided the knowledge and ability necessary to plan, organize, lead, and control the operations of a police records section; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification

although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.