

POLICE RECORDS TECHNICIAN

DEFINITION

To perform a variety of technical and clerical law enforcement support duties related to collecting, recording, maintaining, processing, editing, retrieving and distributing technical, complex and confidential law enforcement data and information; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level technical Police Records Technician class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform a variety of technical and clerical law enforcement support duties related to collecting, recording, maintaining, processing, editing, retrieving and distributing technical, complex and confidential law enforcement data and information; enter reports and data into a variety of automated law records systems; ensure that records and information are accurate, clear and comprehensive for law enforcement personnel and the general public.

Organize and maintain a variety of records and files including of all citations and related police reports; proofread and check documents and files for accuracy, completeness and compliance with department policies and regulations; monitor records security.

Verify files for criminal records of subjects for authorized personnel; ensure compliance with department policies and regulations; retrieve and make copies of accident and crime reports as authorized.

Act as Custodian of Criminal Justice records including retention and destruction consistent within mandates of law, including historical records, citations, arrest records, crime and accidents reports, statistical information; respond to requests for copies of police reports in accordance with established Police Department policies and procedures.

Collect fees and balances cash receipts on a periodic basis; receive, sort and distributes mail, and checks; maintain and order office supplies; receive and log subpoenas.

Assist with the processing of criminal warrant entries, ensuring compliance with DOJ regulations.

Assist various parties with translations to or from English and Spanish as needed.

Provide general public information at the counter; receive non-emergency calls from citizens reporting crimes; refer callers to appropriate staff or other agencies for handling; and receive and process requests from the public requesting clearance letters and other authorized items.

Photocopy and distribute crime, incident, arrest, and accident reports to the general public and various authorized agencies.

Prepare and maintain a variety of criminal statistics; prepare and submit annual reports to Department of Justice and outside agencies.

Ensure compliance with criminal and civil subpoenas; testify in court, as needed.

Process requests for release of information and requests for discovery.

Keep active officer list updated (IJS) for the District Attorney's office for available subpoena dates; handles voucher programs; receive and process requests from the public for clearance letters; assists with other technical functions of the Police Department as assigned.

Provide administrative support to command staff including the preparation of memos, reports and letters, maintenance of office equipment and ordering of office supplies.

Perform a variety of accounting duties including cash receipt and balancing, preparation of bank deposits and processing of payroll.

Serve as system administrator for a variety of department specific software and databases.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Organization and operation of municipal police departments.

Principles and practices of record maintenance in a law enforcement environment.

Principles and practices of law enforcement office systems.

Methods and procedures of confidential record keeping and filing methods and systems.

Applicable codes, laws and regulations including City ordinances, vehicle code, penal code and Public Records Act.

Public safety software and terminology used specific to the Police Department.

Safety practices related to the work.

Basic report writing techniques.

Relevant laws, rules and regulations related to area of assignment.

Ability to:

Perform a variety of technical and clerical law enforcement support duties related to collecting, recording, maintaining, processing, editing, retrieving and distributing technical, complex and confidential law enforcement data and information.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Serve as Custodian of Records.

Rules and procedures in maintaining police records and files.

Maintain a high level of confidentiality of sensitive information and data encountered in the course of work.

Prepare clear and concise reports, correspondence and other written materials.

Translate from English to Spanish and vice versa highly desirable.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Two years of responsible non-sworn law enforcement involving experience the preparation and maintenance of police records.

Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in police science, administration of justice or related field.

License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.