

POLICE RECORDS SUPERVISOR

DEFINITION

To plan, organize, direct and supervise 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; to coordinate assigned activities with other divisions; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned manager.

Exercises direct supervision over assigned records staff.

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

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for police records management unit operations; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in police records management activities.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Prepare cost estimates for budget recommendations; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Supervise, provide oversight, guidance and personally maintain the security and confidentiality of police records, ensuring State guidelines are followed regarding the release of police records.

Oversee record keeping systems and proper classification of police crime reports; ensure accurate and timely preparation of statistical reports such as Uniform Crime Report and monthly arrest and citation register.

Evaluate, analyze, research, and respond to requests for records from the public and outside agencies; determine if records are to be released, ensuring compliance with State, Federal and local laws; collaborate with other department units, the City Attorney's Office and outside agencies to provide information, records or assistance in preparing records for release.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Monitor changes in laws and regulations for their impact to unit operations.

Maintain a variety of records and files; research, analyze, evaluate and prepare reports of crime statistics as requested by other City departments, outside agencies and the public.

Ensure compliance with records retention schedule; oversee purging and preparation of documents for destruction.

May testify in court regarding police records.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

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:

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

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

Equipment, tools and materials used in modern, automated records storage, retrieval, and processing.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Pertinent local, state and federal laws, ordinances and rules.

Ability to:

Organize, implement and supervise police records management operations and activities.

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.

Interpret and explain pertinent records management and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Supervise, train and evaluate assigned staff.

Develop and recommend policies and procedures related to assigned operations.

Testify in court as required.

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:

Three years of increasingly responsible public safety records management experience, including one year providing technical and functional supervision over assigned personnel.

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.