



## **POLICE RECORDS SPECIALIST TRAINEE POLICE RECORDS SPECIALIST SENIOR POLICE RECORDS SPECIALIST**

**AGENCY/DEPARTMENT:**  
Police/Police Investigation

Approved By HR Director: *Linda Matthews*  
Date Approved: *5/2/06*  
Date of Last Revision: 02/24/1991

**Reports to:** Police Records Supervisor  
**Supervises:** N/A

**JOB SUMMARY:** Under general supervision, performs a variety of specialized clerical duties in the preparation and maintenance of police records; provides assistance and information to department staff and the general public; and performs other related work as necessary.

**DISTINGUISHING CHARACTERISTICS:** The Police Records Specialist class is characterized by its performance of journey level police record keeping work. This class is distinguished from the Senior Police Records Specialist class by the latter's responsibility for monitoring work quality of department reports and logs, providing technical assistance, and coordination of the activities of assigned staff. The Senior Police Records Specialist is distinguished from the Police Records Supervisor class by the latter's full supervisory responsibility.

Police Records Specialist Trainee is an entry-level class performing Police Records Specialist work under close supervision and training. Police Records Specialist Trainees are eligible for promotion to Police Records Specialist upon meeting the minimum requirements, receiving a satisfactory performance evaluation, and recommendation from management. Trainees must qualify for promotion by the end of the probationary period or be terminated.

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

1. Assists at the front counter of the Police Department; assists Department personnel and the public by telephone or in person by providing general information regarding departmental policies, procedures, and regulations.
2. Releases requested reports and related information to the public or to outside agencies in accordance with established regulations.
3. Transcribes police reports.
4. Verifies, enters, and retrieves data in City, local, state, and federal law enforcement automated database systems.
5. Maintains, sorts, copies, and distributes reports, and other materials; distributes mail.
6. Files, seals, purges, and destroys police documents as directed and/or in accordance with established regulations.
7. Receives fees at counter and issues receipts; balances daily cash register(s).
8. Maintains court appearance lists; notifies officers of court appearances.
9. Relieves switchboard operator as needed.
10. May scan, index, and verify records for digital imaging.
11. May search female prisoners in the absence of a female officer.
12. May process fingerprints.

## **SENIOR POLICE RECORDS SPECIALIST**

IN ADDITION TO THE ABOVE, FUNCTIONS MAY ALSO INCLUDE:

13. Generates quality control reports; conducts quality reviews of state mandated reports and logs.
14. Provides technical assistance and direction to subordinate staff; coordinates and assigns routine activities; trains assigned employees in their area of work.
15. Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
16. Prepares and/or provides input to employee performance evaluations for Police Cadets and/or other assigned staff; participates in recommending the appointment of personnel.
17. Responds to departmental issues in the absence of the Police Records Supervisor.

### **QUALIFICATION GUIDELINES:**

*ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:*

## **POLICE RECORDS SPECIALIST TRAINEE**

**EDUCATION/EXPERIENCE:** High School diploma or recognized equivalent and one year of clerical experience.

### **KNOWLEDGE OF:**

- Standard office practices, procedures, and equipment.
- English usage, spelling, punctuation and grammar.

### **ABILITY TO:**

- Type 40 words per minute with accuracy.
- Understand and apply City policies and department procedures relating to assigned areas of responsibility.
- Learn and apply police terminology and law enforcement statutes.
- Prepare, organize, and maintain accurate and complete documentation and records.
- Maintain, query, and input data into database reporting systems.
- Research and compile records and information.
- Operate a multi-line telephone/switchboard system.
- Operate computer using relevant word processing, spreadsheet, database, and other software; entering and retrieving data with speed and accuracy.
- Perform arithmetical computations with speed and accuracy.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain, and foster positive, harmonious and effective working relationships.

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### **LICENSES:**

- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment.

### **SPECIAL REQUIREMENTS:**

- Ability to work rotating shifts, weekends and holidays.

### **DESIRABLE:**

- Law enforcement environment exposure.
- Experience in working with the public.

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## **POLICE RECORDS SPECIALIST**

**EDUCATION/EXPERIENCE:** High School diploma or recognized equivalent and one year of experience in a law enforcement agency.

**OR**

High School diploma or recognized equivalent and six months of experience as a Police Records Specialist Trainee with the City of Ontario.

**IN ADDITION TO THE REQUIREMENTS OF THE POLICE RECORDS SPECIALIST TRAINEE, THE POLICE RECORDS SPECIALIST REQUIRES**

**KNOWLEDGE OF:**

- General law enforcement and police department operating procedures.
- Police terminology.
- Customer service methods and communication techniques.
- Standard computer software programs including word processing.

**ABILITY TO:**

- Identify filing, coding, and recording errors and discrepancies.
- Work independently and efficiently with others in a team environment.
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Deal with the public in a tactful but firm manner.

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## **SENIOR POLICE RECORDS SPECIALIST**

**EDUCATION/EXPERIENCE:** High School diploma or recognized equivalent and three years of experience in the performance of work comparable to Police Records Specialist in a law enforcement agency.

**IN ADDITION TO THE REQUIREMENTS OF THE POLICE RECORDS SPECIALIST, THE SENIOR POLICE RECORDS SPECIALIST REQUIRES**

**KNOWLEDGE OF:**

- Law enforcement statutes and procedures.
- Principles and practices of police records management systems.
- Applicable federal, state, and local laws, and regulations governing police records administration.

**ABILITY TO:**

- Explain and ensure compliance with City policies and department procedures relating to assigned areas of responsibility.
- Prepare, organize, and maintain accurate and complete documentation and records.
- Provide technical direction and oversee the work of others.

- Plan and coordinate work assignments.
- Train and evaluate staff.

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**FLSA Exemption Status:** Non-Exempt

**Employee Unit:** # 5, Technical/Professional Services

**DOT Program Participant:** No

**Job Family:** Police - Non-Sworn

**Class Progression:** Police Records Specialist Trainee  
Police Records Specialist  
Senior Police Records Specialist  
Police Records Supervisor