



POLICE RECORDS SUPERVISOR

AGENCY/DEPARTMENT:
Police/Police Investigation

Approved By HR Director: *Linda Matthews*
Date Approved: *5/2/06*
Date of Last Revision: 03/17/2005

Reports to: Police Lieutenant
Supervises: Varies

JOB SUMMARY: Under general supervision, plans, organizes, coordinates and supervises the work of police records administrative staff; prepares unit and statistical reports; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is distinguished from the Senior Police Records Specialist class in that the latter may be assigned responsibility for work quality and coordination over an assigned function within the Records unit, while the former has full supervisory responsibility over Police Records Specialists, Senior Police Records Specialists and other assigned records staff.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Supervises and directs the activities of staff including employee selection, work assignments, performance evaluations, employee development, disciplinary action, and complaint resolution.
2. Assigns, oversees, and audits data entry functions, printing, copying, filing and distribution of police records.
3. Oversees fingerprint processing.
4. Prepares and reviews departmental administrative reports; completes and reviews state and federal statistical reports.
5. Participates in the development and implementation of unit goals, objectives, policies, procedures and priorities; conducts staff meetings.
6. Assesses department needs and requirements; updates written manuals, procedures, and instructions.
7. Recommends improvements in work methods, procedures and performance standards.
8. Reviews and approves departmental employee payroll timesheets including overtime and daily attendance.
9. Reviews a variety of police records, reports and materials including memos, letters, reports, complaints, declarations, booking information, warrants, citations, and crime and traffic reports.
10. Assists department staff and the public in person and by telephone including retrieving information and files, mailing out requested reports to outside agencies in accordance with established regulations, and providing general information regarding departmental policies, procedures and regulations.
11. Provide certified Department of Justice training on Law Enforcement Telecommunications Systems; accesses county, state, interstate, and federal law enforcement records, automated data, and information systems for the purposes of retrieving, updating, and purging the police records database.
12. Coordinates communications and interactions with departmental staff and other City departments.
13. Oversees the receipt, deposit, and accounting for money in the course of fiscal transactions.

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:

EDUCATION: High school diploma or recognized equivalent.

EXPERIENCE: Four years of experience in the performance of work comparable to Police Records Specialist in a law enforcement agency.

KNOWLEDGE OF:

- Principles and practices of police records management systems.
- California Public Records Act; applicable federal, state, and local laws, codes, and regulations governing the dissemination of police records and reports.
- Privacy rights and legal issues associated with the maintenance and release of police records and reports.
- CAD, document imaging and CLETS and NCIC applications.
- General law enforcement and police department procedures, operations, and policies.
- Principles and practices of supervision, training, and administration.
- Fingerprinting practices and techniques.
- Customer service procedures and techniques for dealing with the public.

ABILITY TO:

- Supervise, train and evaluate staff; plan and coordinate work assignments.
- Identify and recommend improvements in work methods and procedures to improve operational effectiveness.
- Interpret and apply applicable policies, procedures, laws, and regulations.
- Define objectives, set goals and priorities, and manage resources.
- Operate specialized records equipment.
- Operate computer using relevant word processing, spreadsheet, and graphic software.
- Prepare and maintain accurate and complete records and reports.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain and foster positive, harmonious, and effective working relationships.

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:

- Associate's degree and/or college-level coursework in criminal justice, business or public administration, or a related field.

FLSA Exemption Status: Non-Exempt

Employee Unit: Unit 5, Technical/Professional Services

DOT Program Participant:

Job Family: Police Non-Sworn

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