

**POLICE RECORDS SUPERVISOR****Definition**

Under general direction coordinates the daily operations of the Records Division of the Police Department; supervises the work of staff involved in the processing of information documenting police activities; directs work of assigned staff and volunteers on a day-to-day basis; performs the more difficult and complex report preparation duties; acts as secretary to the Chief of Police; and performs related work as required.

**Class Characteristics**

This single-position class coordinates all office administrative support work required for the Police Department. Responsibilities include performing a variety of detailed report preparation, record keeping, distribution, and public contact duties, which must be performed within specified legal guidelines. This class is distinguished from other City office administrative and support classes in that the work requires knowledge of law enforcement policies and procedures in addition to developed office administrative skills.

**Examples of Duties** (Illustrative Only)

Depending upon assignment, duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of department goals and objectives; establish departmental schedules and methods for operations; implement department policies and procedures.
- Plan, organize, assign, and schedule the work of police records personnel in the performance of major police support functions in the Records Division.
- Develop, implement, and modify clerical and informational systems and procedures to improve operations and insure compliance with new and existing laws.
- Apply laws, court decisions, rules, and regulations on use and confidentiality of police records and implement training and procedures to ensure compliance; approve release or inspection of police reports.
- Personally, perform the most difficult tasks related to police work.
- Maintains logs; prepares a variety of periodic and special statistical reports regarding calls for service and other departmental activity; submits required reports to the Department of Justice and other agencies as mandated.
- Participate in department budget preparation; administer expenditures of the Records Division.
- Processes departmental payroll records, verifying regular, overtime and leave figures; forward data to Finance Department for payroll preparation after approval by the Chief of Police.
- Answer telephone and assist walk-in customers with police related questions.
- Supervise processing and maintenance of police reports and records such as crime, arrest, and accident reports and warrants.
- Respond to subpoena Duces Tecum and make court appearances.
- Supervise inventory control, processes warrants and subpoenas, confirming information provided; distributes them to sworn personnel; maintains status and disposition records and notifies appropriate agencies as required.
- Provides applications for a variety of permits and license to the public; explains policies, procedures, and process, completed forms, and collects fees.
- Communicate with local, state, and federal agencies regarding laws, rules and regulations related to records management.
- Provides initial non-emergency contact with the public and representatives of other agencies for the department as a public counter or over the telephone; determines the nature of the contact; provides factual information regarding services, policies and procedures which requires a knowledge of legal guidelines, departmental policies and procedures and the use of tact and discretion or directs the call to the proper individual or agency.

- Participate in the selection, training, motivation and evaluation of staff; participate in monitoring employee performance objectives, prepare employee performance reviews, provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Coordinate activities with other department personnel and the public in the areas of assigned functional responsibilities; attend meetings and seminars.
- Prepare and carry out juvenile record sealings and coordinate records purging as needed.
- Maintains POST, CLETS, NCIC certification, training and other department personnel records.
- Review stolen vehicle reports for accuracy; prepare NCIC validations; sort and distribute department mail and incoming documents, review and distribute daily log to press.
- Maintain CLETS records for access, violations, training, and third party access.
- Supervision of local Detention Facility.

### **Qualifications**

#### **Knowledge of:**

- Principles, codes, regulations, and laws governing records management and warrant procedures.
- Principles of office management, supervision, training, and evaluation.
- Criminal Justice procedures.
- Modern office procedures, techniques, and equipment including principles of records keeping and automated information systems.
- Correct English usage, including spelling, grammar, and punctuation.
- Research techniques and procedures.
- Organization, procedures, and operating details of Police Department Records Division.

#### **Skill in:**

- Performing technical, detailed and responsible office work
- Interpreting, applying and explaining policies, procedures, and regulations.
- Analyzing and resolving various office administrative problems.
- Organizing own work, setting priorities and meeting critical deadlines.
- Directing the work of others and training others in work procedures.
- Making sound independent decisions within established procedural guidelines.
- Composing correspondence independently or from brief instructions
- Compiling and summarizing information to prepare clear and accurate reports.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Typing or word processing at a rate of 40 net words per minute.

#### **Education and Experience:**

Equivalent to graduation from high school and three years of general office administrative or secretarial experience. Possession of a POST approved basic records certificate and POST approved Public Records Act certificate. Additional education and supervisory experience are desirable.

#### **Other Requirement:**

Must pass a detailed background investigation.  
Possess a valid California Driver's License at time of hire.