

### **POLICE RECORDS SUPERVISOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

Under general direction, plans and coordinates the activities and operations of the Records Division within the Police Department; coordinates assigned activities with other divisions, outside agencies, and the general public; provides complex staff assistance to police management; and performs other related work as assigned.

**EXAMPLES OF DUTIES** – *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Coordinates the organization, staffing and operational activities of the Police Records Division, including records management and court liaison services; participates in the development and implementation of goals, objectives, and priorities for police records management activities; identifies resource needs; recommends and implements records management policies and procedures; directs, coordinates and reviews the work of the Police Records Division staff; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; acts as official custodian of criminal justice records for the Police Department; trains police staff and other selected City staff regarding conviction records processes and procedures; takes necessary actions to ensure compliance with court orders; supervises the maintenance of records and files; develops and implements a records management system; and directs the record destruction process and supervises staff; stays abreast of new trends and innovations in the field of police records management; and performs related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

- Practices and principles of police records management and systems.
- Principles and methods of supervision, training and performance evaluation.
- Principles and practices of office automation.
- Principles of records organization.
- Records and data management trends.
- Pertinent federal, state, and local laws, codes, and regulations.

##### **Ability to:**

- Manage and maintain police facilities and equipment.
- Gather and analyze data.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

**Experience:** Four years of increasingly responsible experience in the maintenance and management of police records.

**Training:** An Associate's degree or a minimum of 60 college semester units from an accredited college or university.

**License:** Possession of, or ability to obtain, a valid Class C California Driver's License.

**Special Requirements:** Must successfully complete a medical examination, background investigation, polygraph examination and psychological evaluation.

**WORKING CONDITIONS**

**Environmental Conditions:** Office environment; exposure to computer screens.

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret information.