



**POLICE RECORDS SUPERVISOR**

**DEFINITION**

This is a non-sworn position within the Police Department. This position is the entry level supervisory position in the records division. This class is distinguished from the Senior Police Records Specialist because they are responsible for all functions of the division. This includes planning, organizing, coordinating and evaluating personnel and work activities of the records division, including the preparation, processing, indexing, storing, retention and disposition of police records.

**SUPERVISION RECEIVED AND EXERCISED**

Direction is provided by a civilian management employee within the Department or their designee. Responsibilities include direct supervision of assigned personnel.

**EXAMPLES OF DUTIES**

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

**ESSENTIAL JOB FUNCTIONS**

Manage the daily operation of a complex records division to ensure efficiency and compliance with laws, policies, and procedures. Oversee the preparation, processing, storage, retention, destruction and disposition of incident, traffic, and criminal records and warrants. Direct sealing of police records and coordinate the purging of records. Provide systems management, file maintenance, and quality control functions for the Police Department's automated records management system. Ensure that all department records are properly maintained, distributed, filed, and purged in accordance with federal and state guidelines; and appear in court as required to serve as the custodian of such records. Oversee the release of criminal offender record information to interested parties as appropriate. Responds to Subpoena Duces Tecum and Orders to Produce Evidence.

Train, supervise and evaluate personnel. Approve work schedules and leave requests to provide adequate coverage on all shifts for assigned services. Provide technical assistance to records division staff. Monitor and review the workflow of records maintenance and upkeep.

Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present at work to complete assigned tasks.

## **OTHER JOB FUNCTIONS**

Ensure that goals and objectives for the Police Records division are met. Evaluate current policies and provide recommendations and implement policies, procedures, and modern management methods and techniques. Maintain and update procedural and related materials. Respond to difficult citizen complaints and requests for information. Prepare and maintain reports and records. Ensure compliance with policies, procedures and legal mandates. Implement compliance with federal, state, and local mandates for release of information. Testify in court and other legal hearings regarding police records and procedures.

Perform related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Principles, codes, regulations and laws governing records management, warrant, and property and evidence of a police department.

Office administration including records management, police practices, and organization.

Basic supervisory principles and practices which include scheduling, assignment, work planning, auditing, and evaluation.

Functions and relationships of the criminal justice system, courts and law enforcement agencies.

Customer service skills to provide a high level of customer service to citizens, other agencies and City Staff.

Manual and automated records management systems, including document image management systems.

Various criminal justice systems such as CLETS, NCIC, and CAD etc.

Correct English usage, spelling and punctuation.

### Skills to:

Administer an effective and legal records management system, including warrants and property/evidence.

Implement departmental policies, rules and instructions relating to front counter services, records, and file maintenance areas.

Read and interpret laws, rules, and regulations relating to records management.

Communicate clearly and concisely, both orally and in writing.

Operate a variety of office equipment including computers, telephones, radios and cameras, copiers and fax machines.

Supervise, train and evaluate assigned staff.

Respond quickly and effectively in difficult situations. Make decisions with minimal supervision.

Establish and maintain effective work relationships with those contacted in the performance of the required duties.

Ability to:

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

**Education and Experience**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education

High School diploma supplemented by college-level coursework or specialized training in Business Administration, Criminal Justice, or a closely related field.

Experience:

Four (4) years of increasingly responsible law enforcement administrative duties such as records management experience, including two (2) years of lead or supervisory responsibility similar to a Senior Records Specialist with the City of Woodland. . Experience to be with law enforcement or public safety related records preferred.

License or Certificate:

Possession of a valid California Driver's License.

POST Certificate

Records Supervisor Certificate from POST is desirable. Within two (2) years of placement.

**ADA COMPLIANCE**

**Physical Ability:** Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**Heavy Work:** Exerting in excess of 50 pounds of force occasionally, and/or in excess of 25 pounds of force constantly to move objects.

## **OTHER REQUIREMENTS**

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

**Environmental Factors:** May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.