

## **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; performs the more difficult and complex report preparation duties and performs related work as required.

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Coordinates and monitors Records Division scheduling including the development of rotational work assignments, approval of vacation requests and overtime availability posting.

Assigns work and ensures that all functions are being performed and each area is adequately staffed.

Acts as primary review authority for crime report releases, audits crime reports and performs quality control checks on incoming crime reports.

Prepares subpoena duces tecums for the Records Division.

Trains, supervises, evaluates and assists in the selection of staff involved in the processing of information documenting police activities.

Explains policies, procedures and objectives to assigned staff.

Oversees the Live Scan fingerprinting program to include resolving program scheduling issues, program billing reconciliation and monitoring program hardware and software maintenance.

Coordinates and conducts mandated training and recertification of department staff relative to police records/crime information as needed.

Prepares records/crime reports for inspection/audit by Department of Justice (DOJ) auditors, assists with DOJ audits and implements changes as needed.

Coordinates and ensures compliance with DOJ monthly quality checks regarding California Law Enforcement Telecommunications System (CLETS) related data.

Operates a personal computer, printer, applicable software and typewriter to prepare a wide variety of documents, reports, forms and independently compose correspondence.

Responds to nonroutine questions and requests for information.

Performs the full range of duties of a Police Records Shift Leader and/or Police Records Specialist.

Performs a variety of computer related duties including trouble shooting the Records Division network and mainframe and changing backup tapes.

**Other Duties and Responsibilities Include:**

Performs other projects/tasks as assigned.

May lift and move boxes of files and other items weighing 30 pounds or less.

If qualified in accordance with the applicable California Penal Code, may perform as a matron to ensure the security of female prisoners including patting down and strip-searching female prisoners and visually checking all orifices of the body of a female prisoner.

**Class Characteristics:**

Police Records Supervisor is a single incumbent management position in the Police Department with specific responsibility for coordinating daily operations of the Records Division. The incumbent performs the most difficult and technical police records duties and exercises a high degree of responsibility and independent judgment.

**Contacts and Relationships:**

The Police Records Supervisor establishes and maintains contact with other Police Department staff. Additional contact is made with law enforcement representatives from other agencies, court officials, the general public and other City staff.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class including the following:

**Knowledge of:**

Laws, court practices and departmental procedures relating but not limited to subpoenas, warrants, evidence, trial proceedings, privacy protections and criminal records.

Police records filing, coding and recordkeeping/records management systems.

English usage, spelling, grammar and punctuation.

Principles and techniques of supervision related to the direction, evaluation and training of subordinates.

Negotiating and conflict resolution techniques.

Public relations and customer service techniques.

Computer applications related to area assigned.

Business math.

Report writing.

**AND**

**Ability to:**

Analyze, interpret, apply and enforce applicable federal, state and local policies, procedures, laws, regulations and department policies.

Effectively and efficiently schedule, supervise, train and organize the work of assigned staff; develop, schedule and participate in training programs.

Perform a variety of highly responsible, difficult and sensitive recordkeeping work and maintain the confidentiality of information as prescribed by law.

Adhere to multiple deadlines and handle multiple projects.

Determine how individual cases should be handled based on departmental policies.

Understand and carry out oral and written directions and use independent judgement and initiative; make sound decisions in accordance with established procedures and policies.

Coordinate work efforts with other police units.

Assemble data and prepare reports.

Apply rules, regulations and policies applicable to the area assigned.

Exercise tact, courtesy and diplomacy in understanding problems, explaining regulations and recommending solutions.

Make accurate mathematical calculations.

Read and write at the level required for successful job performance.

Operate a personal computer and use applicable software.

Communicate effectively orally and in writing.

Meet the public with courtesy and tact.

Establish and maintain effective relationships with those contacted in the course of work.

**A typical way to obtain the knowledge and abilities is as follows:**

**Education:**

Associates Degree from an accredited college in Business Administration, Public Administration or a closely related field.

**AND**

**Experience:**

Four years of increasingly responsible police records experience including one year of lead or supervisory experience.

**Special Requirements Include:**

Must be able to successfully pass a Police Department pre-employment screening process.

Certification as a trainer for the California Law Enforcement Telecommunications System (CLETS) within 12 months of appointment to classification.

Must be able to work a flexible schedule including overtime, emergency call back, shift work, nights, holidays and weekends to accommodate City needs.

**Non-Required Skills / Abilities / Experience / Certifications / Education Which may be Helpful or Preferred Include:**

May perform as a matron.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an office environment and requires sitting for prolonged periods of time and the use of a computer, keyboard and related equipment. The incumbent stands, walks and may twist, reach, bend, crouch, kneel, climb stairs and ladders and grasp, push, pull, drag and move boxes of files and other office items weighing 30 pounds or less. If performing matron duties the incumbent may deal with combative prisoners, be exposed to prisoner-related health hazards including blood and other bodily fluids/products, communicable diseases and human borne-parasites. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Exempt.

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