



Police Records Supervisor

Class Specification

Revised 9/23

Class ID: 645

Unit: NPA

Probation: 6 Months

FLSA: Non-Exempt

DEFINITION

Under general direction, organizes, assigns, leads, and supervises the work of assigned records, and property and evidence unit personnel; performs and participates in the performance of the more difficult and complex records processing and maintenance tasks related to public safety records; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned Police Support Services Manager. Exercises direct supervision over assigned Records, and Property and Evidence Unit staff.

DISTINGUISHING CHARACTERISTICS

This is a first line supervisor in the advanced journey level class in the Public Safety Clerk series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, amount of time spent performing the duties and nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing lead supervision to lower-level records, and property and evidence unit staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Organize, schedule, assign, train, lead, and review the work of assigned records, and property and evidence unit personnel and volunteers.

Exercise direct supervision over assigned records, and property and evidence unit staff; lead staff and perform the most difficult and complex work in records, and property and evidence unit activities, including handling difficult problems/determining appropriate course of action; provide or coordinate staff training; conduct performance evaluations; work with employees to correct deficiencies.

Coordinate and administer activities related to various records systems and projects; coordinate with other departments, divisions, and agencies related to the work assigned; maintain work-related records; compile, audit, and report statistical information; process criminal and traffic warrants; and monitor release of police and accident reports.

Direct maintenance of departmental record-keeping system in accordance with legal requirements, and City and departmental policies and standards; release police reports and criminal record information in accordance with regulations and procedures; ensure confidentiality of information is maintained according to applicable laws, rules, regulations, and administrative orders.

Implement and interpret operating procedures and submit recommendations for change; make recommendations for changes and improvements to existing standards and procedures; provide recommendations for assigned unit-related budget planning.

Respond as appropriate to comments and concerns expressed by the public regarding the release, maintenance, and processing of public safety records.

Use a personal computer to enter and retrieve information related to work assignments and record-keeping.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public safety records maintenance and office management.
- Pertinent local, State and Federal laws, ordinances and rules, public records acts, and penal code sections.
- Principles and practices of supervision, training, planning, and reviewing the work of others.
- Current office procedures and computer equipment, including various filing and recordkeeping systems, personnel scheduling, and operation of automated information and communication systems.
- Research techniques and procedures.
- Criminal justice procedures including knowledge of court rules and procedures.
- Standard business arithmetic.
- Correct English usage, including spelling, grammar, and punctuation.

Skill or Ability to:

- Perform advanced journey level public safety records processing and maintenance work.
- Plan, assign and review the work of assigned staff.
- Supervise, train, and evaluate assigned staff.
- Organize, prioritize, and coordinate work activities of records, and property and evidence unit.
- Read and interpret rules, policies, procedures, and written instructions.
- Communicate clearly and concisely, both orally and in writing using appropriate English grammar and syntax.
- Communicate clearly and effectively with people from a variety of socio-economic backgrounds.
- Maintain clear and accurate records.
- Interpret tables and compare numbers.
- Read and synthesize information from police reports, manuals, state codes, warrants, and maps.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use initiative and sound judgment within established guidelines.
- Work under pressure, exercise good judgment, and make sound decisions in emergency situations.
- Type accurately at a rate of 45 net words per minute.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

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

Possession of a high school diploma or equivalent, and three (3) years of responsible records management experience, including one year in a law enforcement agency. Lead or supervisory experience desirable.

License and Certificate:

Possession of a valid driver license and a satisfactory driving record throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases. Willingness and ability to work any shift; work holidays, weekends, scheduled and emergency overtime; be available on call, as required; willingness to work a variety of assignments and to rotate to different assignments as directed. Wear uniform or professional business attire required; comply with departmental grooming standards.