

RECORDS SUPERVISOR

DEFINITION

To plan, organize, direct and supervise operations of the records unit within the Police Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Police Services Administrator.

Exercises direct supervision over assigned personnel

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for police records management unit operations; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in police records management operations.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staffing, equipment, material and supplies; monitor and control expenditure.

Maintain security and confidentiality of police records; ensure State guidelines are followed regarding release of police records; review the sealing of records; review and respond to routine and non-routine subpoenas and requests for disclosure of public information; receive, prepare, and complete audits with the Department of Justice on data entry and certification of records.

Oversee record keeping systems and proper classification of police crime reports; ensure accurate and timely preparation of statistical reports such as Uniform Crime Report and monthly arrest and citation register.

Evaluate, analyze, research, and respond to requests for records from the public and outside agencies; determine if records are to be released, ensuring compliance with State, Federal and local laws; collaborate with other department units, the City Attorney's Office and outside agencies to provide information, records or assistance in preparing records for release.

Act as custodian of records in the absence of the Police Services Administrator.

Operate, maintain and provide support related to hardware and specialized software utilized within the unit; test and implement software updates and new software programs.

Monitor changes in laws and regulations for their impact to unit operations.

Maintain a variety of records and files; research, analyze, evaluate and prepare reports of crime statistics as requested by other City departments, outside agencies and the public.

Ensure compliance with records retention schedule; oversee purging and preparation of documents for destruction.

May testify in court regarding police records.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Answer questions and provide information to the public as appropriate; research questions and recommend corrective action as necessary to resolve issues.

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.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of law enforcement records management.

Equipment, tools and materials used in modern, automated records storage, retrieval, and processing.

Principles of supervision, training and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

Modern office procedures, methods and computer equipment including specialized databases and software.

Pertinent local, State, and federal rules, regulations and laws, including the California Public Records Act.

Ability to:

Organize, implement and direct a police records management system.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent records management unit and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

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

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Experience and Training

Experience:

Three years of increasingly responsible experience in police records maintenance activities, at least one of which is comparable to that of a Police Records Clerk II with the City of Roseville.

Training:

Equivalent to completion of the twelfth grade supplemented by college course work in records management or office technology, or completion of a California Peace Officers Standards and Training Commission (P.O.S.T.) certified Public Records Act course.

Records Supervisor

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License or Certificate

Possession of a valid California driver's license.

Possession of Records Supervisor certificate issued by the California Peace Officers Standards and Training Commission (P.O.S.T.) is highly desirable.

04-09-22

09-17-20

05-18-13

04-07-11

09-16-06

12-13-04

Records Supervisor

02-01-99

Sr. Police Records Clerk

08-01-95