



## **POLICE RECORDS SUPERVISOR**

### **DEFINITION**

Under general direction, supervises, coordinates, and oversees the operations of the records unit of the Police Department; plans, schedules, assigns and reviews the work of Police Records Technicians; performs complex and confidential technical and administrative tasks in the maintenance of police records; act as custodian of police records; and provide responsible technical and administrative support to the Manager of Police Records and Communications; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Manager of Police Records and Communications or other management personnel. Exercises general supervision over Police Records Technicians and/or other administrative and clerical personnel or volunteers.

### **CLASS CHARACTERISTICS**

This is the full supervisory level position in the Police Records Technician series. The incumbent is responsible for supervision of day-to-day operational responsibilities planning, organizing, supervising and reviewing the work of employees performing records/warrants preparation, processing and maintenance of various records. The incumbent is expected to perform the full range of assigned duties independently. Successful performance of the work requires the use of considerable initiative and discretion with established guidelines.

### **ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

- Supervises, assigns, and reviews the work of assigned personnel, including instruction and training; performs employee evaluations.
- Provides specific training on the C.L.E.T.S for compliance with DOJ regulations for all employees with access to the Police Department.
- Recommends and assists in the implementation of goals and objectives; develops and implements methods and procedures for effective records management, including internal control systems, sealing, and destruction of records; ensures compliance with local, state, and federal statutes.
- Trains assigned staff in general and criminal records procedures and specific laws, regulations, policies, and procedures about the work.
- Evaluates employee performance and effectively recommends employee selection, initial disciplinary action and other personnel actions.
- Identifies opportunities for improving service delivery methods and procedures; reviews with appropriate management staff; implements improvements.

- Oversees record-keeping systems and proper classification of police crime reports.
- Ensures compliance with records retention schedule; oversees purging and preparation of documents for destruction.
- Operates, maintains, and provides support related to hardware and specialized software utilized within the unit; tests and implements software updates and new software programs
- Develops and oversees financial management processes for receipt of monies; maintains inventory of department office supplies and forms.
- Participates in the selection of staff; provides or coordinates staff training; prepares performance evaluations; works with employees to correct deficiencies; implements discipline procedures.
- Assists staff with resolution of difficult situations related to the work and within the work group.
- Answers questions and provides information to the public as appropriate; researches questions and recommends corrective action as necessary to resolve issues
- Coordinates and cooperates with outside agencies, other law enforcement agencies, and organizations to provide information or assistance as needed.
- Conducts special studies relating to developing and implementing procedures and policies related to assigned functions.
- Researches, compiles, and analyzes data for special projects and collects and assembles data and background materials for various reports, including DOJ-mandated reports.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field.
- May act as custodian of records in the absence of the Records and Communication Manager.
- Provide staff assistance to the Records and Communication Manager.
- May testify in court regarding police records.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision and leadership, including work planning, assignment review and evaluation, discipline, and staff training in work procedures.
- Operations, services, and activities of a Police Records Unit
- Operations, services, and activities of police support services functions
- Complex principles and practices of records management systems and inventory control methods
- Pertinent state and local codes, ordinances, laws, and regulations governing Municipal code enforcement, animal services, administrative violations, record-keeping, and disseminating restricted information.
- Federal, state, and local resources available
- Computer systems, law enforcement, and criminal justice systems, including C.L.E.T.S and N.C.I.C.
- Techniques for providing a high level of customer service to the public and City staff, in person

- and over the telephone.
- Techniques used in making oral presentations
- Project coordination and management
- Principles and practices of public sector finance, budgeting, and accounting, including basic budget preparation and monitoring, cash control, and related accounting practices
- Prepare clear and concise reports, correspondence, and other written materials.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Gather, assemble, analyze, and evaluate facts, draw logical conclusions, and make proper recommendations.
- Communicate system updates regarding records information with citizens and local, state, and federal law enforcement staff.
- Develop and implement new/revised programs, procedures, and technological resources.
- Perform a wide variety of administrative duties and record keeping; assemble and organize data and prepare reports,
- Maintain confidential data and information; use computer software to create, maintain, and access database files; develop needed data collection systems and recording systems.
- Analyze situations correctly and adopt quick, effective, and reasonable courses of action with regard to surrounding circumstances.
- Interpret and apply federal, state, and local policies, procedures, laws, and regulations.
- Understand and act in accordance with City and Police Department policies, procedures, and rules; interpret and apply policies, procedures, and rules to assigned personnel.
- Independently organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, the general public, and media representatives.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

### **Education and Experience**

Equivalent to graduation from high school;

### **AND**

Five (5) years of increasingly responsible full-time experience as Records Personnel with a law enforcement agency, including two (2) years of lead or supervisory experience.

### **Licenses and Certifications**

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- A POST Basic Records Certificate is required within twelve (12) months of appointment.
- Completion of a POST Records Supervisor Course is required within twelve (12) months of appointment.
- Completion of the Public Records Act course within twelve (12) months of appointment.
- DOJ Train the Trainer (T4T) certification within twelve (12) months of appointment.

### **PHYSICAL DEMANDS**

Must possess the mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh no more than 20 pounds. 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 individuals in interpreting and enforcing departmental policies and procedures. The duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

### **WORKING CONDITIONS**

- Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments.
- Incumbents must pass a thorough background investigation.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform emergency services at the direction of the department and/or City.

*This class specification should not be construed to imply that these requirements are the exclusive standards of the position as not all duties are necessarily performed by each incumbent.*

Adopted	April 2013
Revised	June 2019, February 2024
FLSA	Non-Exempt
Salary Schedule	Police/NSP3