

POLICE RECORDS SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision of the Administrative Sergeant – plans, organizes, supervises, and participates in the activities of a comprehensive police records keeping function.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Police Chief.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Plan, assign, receive, and evaluate work of assigned employees of the Administrative Services Division.

Assist in planning, development and implementation of departmental record procedures.

Plan, develop and implement staff development and motivation strategies.

Participate in monitoring employee performance objectives, prepare performance evaluations on assigned employees.

Supervise inventory control and accountability of incoming warrants and report fees.

Review and accept civil and defense subpoenas.

Respond to subpoena Duces Tecum and make court appearances as needed.

Personally perform, on an as needed basis – typing, filing, indexing, fingerprinting, photography, and any other duties of assigned employees.

Maintain security and control of records, evidence, and property.

Supervise processing and maintenance of police reports and records such as crime, arrest, and accident reports/warrants.

Acts as “Post Vehicle Storage Hearing Officer”.

Assist with the custody of prisoners as needed.

Develop, implement, and modify clerical informational systems and procedures to improve operations and insure compliance with applicable laws.

Essential Functions (continued)

Apply laws, court decisions, rules and regulations on use and confidentiality of police records.

Approve release or inspection of police reports.

Research, collect data and prepare a variety of comprehensive statistical and written reports as required.

Coordinate activities with other department personnel and public in the areas of assigned functional responsibilities.

Prepare and carry out juvenile record sealing and coordinate records purging as needed.

Supervise computer operations, systems maintenance and perform specialized computer operations.

Act as agency terminal coordinator – oversee all and reevaluation of CLETS operations.

Marginal Functions:

Assist with annual jail inspections

Police secretary duties – accounts payable/receivable and payroll coverage when needed.

Assist with general building maintenance facilitation – plumbing, air conditioning, key/lock service, etc.; contact vendors and arrange for repair/service.

Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

Principles, codes, regulations, and laws governing records management and warrants procedures.

Principles of office management, supervision, employee development and evaluation.

Criminal justice procedures.

Modern office procedures, techniques, and equipment including principles of record keeping and automated information systems.

Research techniques and procedures.

Organizations, procedures and operating details of a police department records function.

Ability to:

Prepare memorandums and letters.

Administer an effective and legal records management system.

Plan and organize the work of others.

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

Communicate effectively both orally and in writing.

Work cooperatively with other departments, outside agencies, and the public.

Ability to: (continued)

Supervise, train, and evaluate the work of others.

Compile and maintain complex and extensive records and prepare reports.

Evaluate personnel issues and problems and make recommendations to resolve them.

Use computer terminals and the techniques of data entry and retrieval for police record administration.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

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

Experience:

Four years of increasingly responsible clerical – supervisory experience with records management in a public safety environment.

Training:

Equivalent to completion of the 12th grade, supplemented by job related college level courses as well as specialized training in records management.

Licenses/Certificates/ Other requirements:

Possession or ability to obtain and maintain a valid class C driver's license.

As needed, a female incumbent may be used to assist in the custody of female prisoners.

PHYSICAL DEMANDS

Sitting: Occasionally to Frequently
Standing: Occasionally to Frequently
Walking: Occasionally to Frequently
Bending: Occasionally
Crouching: Occasionally
Stooping: Occasionally
Kneeling: Occasionally
Crawling: Occasionally
Climbing: Occasionally
Balancing: Occasionally
Running: Never
Twisting: Occasionally
Turning: Occasionally
Jumping: Never

Lifting:
up to 10 lbs: Occasionally
11 to 25 lbs: Occasionally
26 to 50 lbs: Occasionally
51 to 75 lbs: Occasionally
76 to 100 lbs: Never
100 + lbs: Never
Carrying
up to 10 lbs: Occasionally
11 to 25 lbs: Occasionally
26 to 50 lbs: Occasionally
51 to 75 lbs: Occasionally
76 to 100 lbs: Never
100 + lbs: Never

PHYSICAL DEMANDS (continued)

Pushing/Pulling:

up to 10 lbs: Occasionally
11 to 25 lbs: Occasionally
26 to 50 lbs: Occasionally
51 to 75 lbs: Occasionally
76 to 100 lbs: Never
100 + lbs: Never

Grasping – firm: Occasionally
Finger dexterity: Frequently to Constantly
Reaching forward: Occasionally to Frequently
Pinch grasp: Occasionally
Grasp – light: Occasionally to Frequently

Coordination - Eye-hand: Frequently to Constantly
Eye-hand-foot: Never to Occasionally
Driving: Never to Frequently

Talking - Face-to-face: Frequently
Verbal contact: Frequently
Public: Frequently

Vision - Acuity far: Required
Acuity, near: Required
Depth perception: Required
Field of vision: Required
Accommodation: Required
Color vision: Required

Hearing - Conversation: Frequently
Telephone: Frequently
Earplugs: Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Detailed-uninvolved instructions, one or two step instructions, Reading-simple, Writing-simple, Math skills-simple, Form, Clerical, Analyzing, Compiling, Computing, Copying, Comparing, Supervising, Speaking-signaling, Serving, Taking instructions-helping, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Indoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others.