

POLICE RECORDS AND PROPERTY SUPERVISOR**DEFINITION**

Occupants of this classification are in the classified service. This non-sworn classification is responsible for overseeing the day-to-day activities within the Records and Property units. Responsibilities include coordinating and participating in the work activities associated with various tasks and procedures relating to the Records and Property units. This classification supervises subordinate staff performing specialized police records and property duties. The incumbents of this classification require and receive minimal supervision, and function within general procedural and policy limits.

SUPERVISION RECEIVED AND EXERCISED

The positions assigned to this classification report to the assigned Police Lieutenant or Watch Commander. Responsibilities include the direct supervision of Police Records Technicians and Property Technicians and other administrative support staff, as assigned.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Supervises the work performance, training, and scheduling of Police Records and Property unit staff.
2. Reviews and responds to requests for records and public information including Public Record Requests, civil subpoena, discovery, housing requests, and Jeanne Clery Act requests using appropriate procedures for document compilation.
3. Coordinates records and information released to other law enforcement and judicial agencies; and keeps superiors informed of events that may impact the Police Department or City.
4. Ensures records are properly organized, comply with Department of Justice record control and statistical programs; and that responsible staff uses established filing systems. Reviews documents for completeness, accuracy, and compliance with legal and other requirements.
5. Accepts walk-in requests for reports or information of a non-routine nature, and courteously and tactfully assists the public.
6. Oversees the maintenance, security and safety of the property room and equipment within.
7. Develops, reviews, and updates written manuals, procedures and instructions and trains staff on changes. Evaluates procedures and systems within supervision identifying area of improvement and related training needs, makes recommendations to management, and follows through with implementation based upon management direction.
8. Resolves complex technical and procedural issues. Understands and applies laws governing criminal justice records dissemination and property retention including state and federal law enforcement mandates.

9. Coordinates department cash fees including collection and setting of fees.
10. Provides highly responsible and complex staff assistance to Police Department management staff related to records and property unit functions.
11. Assists with functions performed by subordinate staff when needed to maintain required service levels.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Principles of supervision and training techniques.
- Effective customer service techniques.
- Applicable city, county, state, and federal statutes, rules, ordinances, codes of regulations, and guidelines governing criminal justice records and property processing, maintenance, and retention.
- Modern office methods and practices, and the operation of common office equipment.
- English, grammar, spelling, and vocabulary.
- Basic arithmetic.

Skill and Ability to:

- Train subordinate personnel in property and records processing techniques, methods and approaches.
- Update and maintain records and files.
- Communicate clearly and effectively through verbal and written expression.
- Operate a variety of office equipment including a computer and applicable software and systems.
- Follow verbal and written instructions.
- Understand and interpret written material and records.
- Audit records and processes for accuracy and compliance with applicable regulations.
- Prepare and write reports in an accurate fashion.
- Establish and maintain effective working relationships with other divisions, fellow employees, and the public.
- Perform mathematical arithmetic computations quickly and accurately.
- Read, comprehend and apply the Penal Code and all other applicable laws.

LICENSE AND CERTIFICATE

Possession of National Crime Information Center (NCIC) certificate within six months of appointment. Possession of California Law Enforcement Telecommunications System (CLETS) certification; and completion of POST Records Supervisor and Public Records Act courses will be required within one year of appointment.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: high school graduation or equivalent and three years of responsible work experience in a law enforcement property and/or records unit including providing internal and external customer service. One year supervisory or lead worker experience is desirable. An Associate of Science degree in Criminal Justice, Business or Public Administration, or related field is desirable.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to office environmental conditions.
- May be required to work evenings, weekends or holidays.
- May be required to work at a video display terminal for prolonged periods.