



City of Culver City
Police Records Manager

CLASS CODE	847	SALARY	\$10,054.59 - \$12,272.69 Monthly \$120,655.08 - \$147,272.32 Annually
ESTABLISHED DATE	September 10, 2024	REVISION DATE	September 10, 2024

Class Concept

The occupant of this classification is in the classified service. This non-sworn, management position is responsible for overseeing the day-to-day activities within the Records Unit. Responsibilities include serving as the clearinghouse for Public Records Acts (PRA) requests and has oversight of and is primarily responsible for managing all incoming Public Records Acts (PRA) requests for the police department.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Police Chief or designee. This position supervises clerical and technical staff performing specialized police records duties.

Essential Job Duties

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

1. Plan, organize, coordinate, and supervise clerical operations of the Records Unit including data entry, maintenance, retrieval, purging, sealing, document imaging, and storage of police records and reports such as crime, arrest, and accident reports.
2. Train staff on proper systems, policies, and procedures to ensure compliance with new and existing laws, court decisions, rules, and regulations relating to the use and confidentiality of police reports and other documents.
3. Assign, schedule, and monitor work and evaluate employees; assist in hiring, training, assigning, reviewing, and evaluating the work of assigned staff; initiate corrective and/or disciplinary action; make effective recommendations regarding hiring, promotion, and transfer opportunities.
4. Compile, verify, and/or direct the preparation of statistical information/reports generated from computerized systems.
5. Conduct research and complete staff reports and other government reports.
6. Establish formal mechanisms to systematically evaluate requests for department records, peace officer information and ensure compliance with the California Public Records Act, SB 1421, and AB 748.
7. Designated as the Department's Custodian of Records, approving the release or inspection of police reports and monitoring the fee collections by the unit.
8. Implement and enforce records, policies and procedures as mandated by law, the Department of Justice, or other guidelines.
9. Manage the court liaison function of the Department.
10. Conduct audits on various computer systems for internal and external purposes.

11. Operate specialized automated law enforcement information systems, including public safety information systems, to access and maintain data, including the Records Management System (RMS), Computer-Aided Dispatch (CAD), State and County databases, licensing and permit databases, Livescan, photo databases, and others as required.
12. Respond to complex and difficult requests, including Public Records Act requests.
13. Assist with the preparation and administration of the department's budget and others as assigned.
14. Attend functions as the Department representative at various committee and organizational meetings and conferences.
15. Performs other duties as assigned.

Minimum Requirements

Education

A Bachelor's degree from an accredited college or university, preferably in Criminal Justice, Business, or Public Administration, or a related field.

AND

Experience

Three (3) years of supervisory or administrative work experience in a law enforcement records unit or related records division.

OR

Opportunities for Substitution of Education or Experience

Additional experience may be substituted for the required education on a year-for-year basis to the extent that the experience has prepared the individual to perform the duties of the classification.

License and Certificate

- Possession of California Law Enforcement Telecommunications System (CLETS) certification.
- Possession of, or ability to obtain within six (6) months of appointment, National Crime Information Center (NCIC) certificate.
- Completion of, within one (1) year of appointment, POST Records Supervisor and Public Records Act courses.
- Possession of a valid California Class C driver's license is required, if assigned to drive.

Minimum Knowledge, Skills and Abilities

Knowledge of:

- Modern principles of law enforcement record-keeping, including reports, forms, and legal requirements.
- Specialized procedures and equipment used in maintaining police records.
- Principles of supervision and training.
- Modern office methods and practices, and the operation of common office equipment.
- Office management practices.
- Research and analytical methods.
- Applicable city, county, state, and federal statutes, rules, ordinances, codes of regulations, and guidelines governing criminal justice records and property processing, maintenance, and retention.

Skill and Ability to:

- Train personnel in records processing techniques, methods, and approaches.
- Instruct, evaluate, and supervise sworn and non-sworn personnel.
- Prepare clear, concise, and comprehensive written and verbal reports.

- Manage the operation of the police Records Unit.
- Establish and maintain effective working relationships with fellow employees, government officials, and the general public.
- Use independent judgment and make sound decisions consistent with the Police Department's policies and procedures.
- Communicate effectively both verbally and in writing.
- Efficiently and effectively plan and organize work and meet deadlines.
- Prepare and manage a budget.

Physical Requirements and Working Conditions

- Perform work that is primarily sedentary.
- Subject to office environmental conditions.
- Required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- Require vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach, and bend.
- Requires 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.
- May be required to work evenings, weekends or holidays.
- May be required to work at a video display terminal for prolonged periods.