

<a href="#">Salary Schedule</a>	<a href="#">MOU</a>	<a href="#">Benefits</a>
---------------------------------	---------------------	--------------------------

City of Alameda  
Code No. 4065  
Approved by C.S.B.  
07/24/2013

**POLICE RECORDS SUPERVISOR**

=====

**DEFINITION**

Under direction, plans, coordinates and supervises the Records Division of the Police Department; provides administrative and technical staff assistance and performs other related work as required.

**DISTINGUISHING FEATURES**

Work in this class is assigned to the specialized area of police records, which includes statistics, crime analysis, warrants, data processing, court liaison, and civil and criminal subpoena processing.

**EXAMPLES OF DUTIES**

1. Plans, organizes, schedules and directs activities of the Police Records Section including personnel and fiscal management, budget preparation and analysis, procurement, public relations and related functions.
2. Supervises processing, maintenance gathering, recording, retrieval and distribution of law enforcement data and information, including police reports, records, subpoenas, civil orders and warrants such as crime, arrest, accident reports and false alarms.
3. Serves as the department's Custodian of Records for subpoena purposes, responds to Subpoenas Duces Tecum and civil subpoenas, and makes court appearances.
4. Controls incoming warrants, prepares and processes juvenile record sealings, purges/retains records as required.
5. Develops, recommends and implements improved administrative methods, policies, procedures, and equipment related to specialized law enforcement administration and records management; recommends and implements section goals and objectives; develops, implements and maintains a records procedures manual.
6. Collects data, conducts research and analytical studies on a variety of programs and issues; formulates recommendations, and prepares a variety of statistical and written reports and correspondence.
7. Represents the Police Department and Records Section and confers with other departments, public officials, consultants and residents as required; explains City policies and procedures; makes presentations on assigned projects and programs.
8. Provides responsive service to public requests for information and other inquiries; responds to questions and concerns from the public; provides information as appropriate and resolves service issues and complaints.
9. Applies appropriate laws, codes, Public Records Act statutes, Penal Code sections, Government Code, court decisions, rules and regulations on maintenance, release, use and confidentiality of police records; implements training and procedures to ensure compliance with new and existing laws; approves release or inspection of police reports.
10. Supervises, trains and monitors the work of assigned Police Records Section staff, including selection, training, and motivation; evaluates performance and recommends disciplinary action, as appropriate.

**EMPLOYMENT STANDARDS**

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in criminal justice, public or business administration or related field.

(OVER)

**EMPLOYMENT STANDARDS** (continuation)

**Experience:** Four years of municipal law enforcement or government administrative experience involving police records management, analysis of administrative concerns, development of policies and procedures and supervising an administrative activity. Two years experience in the area of records management is desirable.

**Knowledge**

Knowledge of the principles of public and business administration including organization, personnel and fiscal management; statistical concepts and general analytical procedures;

Principles, practices, functions and trends in current police records management and law enforcement information systems;

Codes, regulations and laws governing records management and warrants procedures, including the Public Records Act, California Penal Code, and Computer Aided Dispatch/Records Management System (CAD/RMS) functions; Universal Crime Reporting procedures and mandates.

**Ability**

Ability to effectively administer and oversee public safety records management projects and studies; perform both complex and routine administrative work with speed and accuracy; interpret, explain, and apply established laws, regulations, policies, procedures and codes; establish and maintain accurate records; plan, administer and evaluate work programs and schedules; clearly define, interpret and analyze information, issues and situations; develop valid conclusions, solutions and recommendations in a timely manner and project consequences of decisions and recommendations; prepare clear, concise and accurate studies and reports concerning complex matters including cost factor analysis and operational feasibility studies; resolve complaints and problems; set priorities, meet deadlines and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively; use initiative and exercise sound independent judgment within established policy and guidelines; effectively utilize designated computer equipment, software, and operating systems; establish and maintain effective working relationships with employees and the general public; and supervise, train, and evaluate assigned staff.

**Other Requirements**

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.