

CITY OF RIO VISTA
POLICE RECORDS MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

SUMMARY DESCRIPTION

Under general direction, supervises, assigns, reviews and participates in the work of staff responsible for the management and operations of the Police Department's Records Unit including arrests, booking and criminal history records; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Police Records Manager is the supervisory class of the Records Technician series. The listed duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. This classification is distinguished from the next lower position of Records Technician by the difficulty and increasing complexity and responsibilities assigned.

SUPERVISION RECEIVED/EXERCISED

Receives direction from the Chief of Police; exercises technical and functional supervision over lower level Records Technician staff workers.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Plan, prioritize, assign, supervise, review and participate in the work of staff and volunteers responsible for the daily operations and activities of law enforcement records management.
- Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
- Recommend and assist in the implementation of departmental goals and objectives related to records maintenance and file security; implement approved policies and procedures.
- Provide training to department staff regarding the use of California Law Enforcement Telecommunications System (CLETS) and other computer functions.
- Serve as the department's Agency Terminal Coordinator; coordinate audits of CLETS entries and audits performed by NCIC.
- Generate and verify all Uniform Crime Reports for the Department of Justice.
- Serve as official departmental Custodian of Records; prepare declarations; respond to subpoenas for department records; appear in court on behalf of the department as required.
- Retrieve and disseminate records information to department staff, outside law enforcement agencies and the public in accordance with applicable laws and regulations.

Police Records Manager (Continued)

- Inform supervisor and designated others accurately concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Monitor legal and procedural developments related to law enforcement records and make recommendations to the Chief of Police for policy and procedure revisions based upon those developments.
- Direct, coordinate and execute criminal record sealing and purging of documents pursuant to court orders.
- Participate in the preparation and administration of the budget; submit budget recommendations; monitor expenditures and oversee the purchase of day to day operational supplies.
- Prepare analytical and statistical reports on operations and activities.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of records management.
- Respond to questions and comments from the public in a courteous and timely manner; perform related duties as required.
- Run registration checks on vehicles and property and criminal history inquiries on individuals as necessary relay information and instructions to personnel in the field.
- Provide general information regarding department policies, procedures, and regulations, including responding appropriately to complaints, requests for information, and requests for service in person and by telephone.
- Perform a variety of reception and clerical duties, including: preparing and balancing cash receipts, distributing incoming mail, sorting, filing, copying, and distributing a variety of documents; maintaining a variety of filing systems; and participating in the registration of a variety of services.
- Assist in department projects as assigned.

WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. This position requires a physical condition necessary for walking, standing or sitting for prolonged periods of time; visual acuity; moderate or light lifting and carrying files up to 50 pounds; twisting, turning, reaching, kneeling, bending, stooping, grasping and making repetitive hand movements. It also requires the ability to see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents, and the ability to hear in the normal audio range with/without correction.

KNOWLEDGE/SKILLS/ABILITIES: *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Police Records Manager (Continued)

Knowledge of:

Applicable Federal, State, and local laws, codes, and regulations, including but not limited to Penal, Vehicle, Health and Safety Codes and Regulations, Rio Vista Municipal Code; Communications system rules and regulations governing the operations for transmitting and receiving CLETS information; Applicable processes of record management and retrieval; The Public Information Act, law enforcement information security, and government record-keeping requirements; Principles and techniques of contemporary records information and document management; Functions and relationships of the criminal justice system, courts, and a variety of state and federal law enforcement agencies; Manual and automated records management systems, criminal justice information systems, and system networks and services; Basic accounting procedure.

Ability to:

React effectively under stress and emergency conditions and maintain professionalism communications and public relations during emergency and difficult situations; Efficiently operate all required public safety telecommunications equipment; Effectively manage time, prioritize and demonstrate multiple task orientation; Exercise sound, independent judgment, and work independently with minimal supervision; Assist in preparing and administering the budget; Communicate effectively with others, both orally and in writing, using both technical and non-technical language; Understand and follow oral and/or written policies, procedures, and instructions; Prepare and present accurate and reliable reports containing findings and recommendations; Operate a personal computer using standard or customized software applications appropriate to assigned tasks; Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions; Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

Skill to:

Research, interpret, analyze, and apply provisions of a variety of federal, state, and local codes, decisions, and legislation; Apply complicated legal requirements and standards relating to release and dissemination of a variety of highly sensitive information; Exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks; Maintain utmost levels of confidentiality in all aspects of record-keeping and related functions.

Education and Experience Guidelines (*minimal list necessary for entry into the position*):

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in law enforcement, public administration or a related field.

Experience:

Two years of police records experience including one year of administrative assistance and an increasing level of responsibility.

License or Certificate:

Possession of, or ability to obtain and maintain an appropriate, valid CLETS certification issued by the Department of Justice. Possession of, or ability to obtain, Records Management, Records Supervisor, Public Records Act, and Legal Update certifications issued by POST.

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Approved: _____



Joseph M. Tanner, Interim City Manager