



Police Records/Evidence Supervisor

Summary

Plan, organize, coordinate, and supervise the work of file maintenance system for all police records, evidence, and related documents; supervises employees responsible for records, property/evidence, and front counter; perform difficult or specialized police records office work in support of police operations.

Class Characteristics

General direction is provided by the Police Lieutenant or designee; responsibilities include the direct supervision of technical and/or support staff.

This is a first supervisory level in the police records and office support series, responsible for planning, organizing, supervising, and reviewing the work of a group of Police Records Technicians and Police Property Technicians, and performing difficult, complex, and/or specialized police records office support work.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here 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 a disability to perform the essential duties, skills, and demands.

Duties:

Plan, organize, supervise, review, and evaluate the work of assigned staff on a day-to-day basis; train staff in work procedures and participate in the selection of staff; counsel employees regarding work performance and document disciplinary actions; assist in establishing goals and objectives for the police records, property/evidence, and front counter functions.

Provide highly responsible and technical staff assistance; serve as a resource in assigned areas of responsibility, providing identification and analysis of complex problems, including recommending and implementing solutions.

Oversee front counter staffing, including setting standards, policies, and procedures for customer service.

Participate in the compilation of budget figures and in the administration of the annual budget.

Perform business systems analysis; review work methods and systems and determine necessary modifications to increase efficiency and effectiveness; recommend and assist in the implementation of policies, procedures, workflows, and reporting techniques.

Research and assemble information from a variety of sources for the completion of forms or the preparation of reports; make arithmetic or statistical calculations; maintain and direct the maintenance of statistical records and prepare reports to police department staff as well as regional, state and federal law enforcement agencies.

Provide information to the public or to City staff that may require the use of judgment and the interpretation of policies, rules, or procedures.

Organize and maintain various departmental files; monitor records security; proofread and check typed and other materials produced by assigned staff for accuracy, completeness, and compliance with departmental policies and regulations; enter and retrieve data and compile reports; review reports for accuracy and make corrections as required; operate standard office equipment; process or direct the processing of forms and records such as payroll records, purchase requisitions, orders, and others related to the section.

Conduct briefings and provide daily instruction to staff.

Serve as the Custodian of Records; coordinate the Public Records Act compliance, including with state and federal audits; oversee the processing and maintenance of subpoenas, court orders, and warrants and the processing and maintenance of police reports and permits; administer multiple systems pertinent to the section, including maintaining pertinent records on the City website, providing training and support, and implementing procedures.

Respond to and resolve citizen complaints related to the release of public records; review submitted reports and records and direct needed correspondence.

Testify as subpoenaed in court.

May provide work direction to light duty patrol staff.

Represent the department to outside agencies and organizations; participate in various projects and present to public groups.

Serve as liaison for the Police Department for incoming Special Event Permits; facilitate their receipt and distribution to other city departments.

Perform related duties as assigned.

Skills/Abilities:

Plan, assign, supervise, review, and evaluate the work of others.

Train others in work procedures.

Read and interpret rules, policies, and procedures.

Organize, research, and maintain office files.

Compose routine correspondence from brief instructions.

Use initiative and sound independent judgment within established guidelines.

Maintain specialized skills, knowledge, and expertise related to records maintenance policies and state/federal legislative changes.

Type accurately at a rate of 40 net words per minute from printed copy.

Recognize long-range potential of opportunity and risk, gather data to evaluate implications, and develop and direct innovative plans to facilitate change to deliver internal and external customer service.

Interpret and evaluate administrative matters and validate conclusions and recommendations.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee will be frequently required to sit and talk and hear. The employee will be required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, enter data into a terminal, personal computer, or keyboard device; operate office equipment requiring repetitive arm/hand movement. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Principles and practices of supervision, including work planning, review, employee training and discipline, and employee evaluation.

Law enforcement records management and property/evidence methods and procedures, including planning, organizing, and directing the receipt, storage, safeguarding, disposal, distribution and record keeping for property, narcotics, cash, and firearms.

Elements of the California Penal and Vehicle codes.

Universal Crime Reporting procedures and mandates.

Standardized practices and protocols of the Sonoma County Public Safety Consortium.

Police report writing methodology.

Department policies, procedures, and precedents pertaining to the Records Unit.

Modern principles, laws, policies, methods, practices, procedures, and regulations governing the maintenance and release of information, property and evidence, and California Public Records Act.

Business arithmetic, including percentages and decimals.

Correct English usage, including spelling, grammar, and punctuation policies and procedures related to police records and processing and maintenance.

Basic business data processing principles and the use of word processing or personal computing equipment.

Principles and practices of office management, recordkeeping, and scheduling.

Office procedures, methods, and equipment including automated management systems, computers and applicable software applications such as word processing, spreadsheets, databases, and public safety systems.

Education and Experience

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

Education:

Equivalent to graduation from high school. An Associate's degree is highly desirable.

Experience:

Three years of responsible law enforcement office support experience.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Possession of, or ability to obtain, a Peace Officer Standards and Training (POST) Records Supervisor certificate within 30 months of employment.

Established: 03/90

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