

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Police Records Supervisor	Job Family: 2
General Classification: Professional	Job Grade: 26

Definition: To provide civilian records support to the Police Department by effectively supervising the Records Unit of the Support Services Division.

Distinguishing Characteristics: The Police Records Supervisor provides full line and functional supervision of, and responsibility for, the Police Records unit of the Public Safety Support Services Division in the Police Department. This class is distinguished from the Lead Police Records Specialist in that the former has full supervisory and operational responsibility for the Unit.

Receives general direction from the Public Safety Support Services Manager.

Exercises direct supervision over Lead Police Records Specialist and other assigned technical and clerical personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Manage the Records Unit, which consists of records management, warrants, and court liaison functions in the Police Department.
2. Coordinate the organization, staffing, training, and operational activities for the Police Records unit.
3. Conduct employee evaluations annually, or more frequently as needed.
4. Recommend to the manager or his/her designee, the appointment and promotion of personnel; recommend employee discipline and implement discipline as appropriate. Maintain disciplines and high standards necessary for the efficient and professional operation of the Unit.
5. Coordinate document and information releases, both internally and externally; maintain responsibility for legal compliance with pertinent State and local laws pertaining to information released.
6. Ensure compliance with FBI, CJIC, DOJ, CLETS, and NCIC policies, procedures, and security regulations and coordinate regular audits of these systems.

7. Schedule work assignments and work hours of subordinate personnel.
8. Develop, implement, and evaluate work procedures assigned to subordinate personnel, including records storage, reports generated in the area of Police and Fire records, data entry into automated systems, and court liaison and warrants.
9. Develop and implement Unit policies and procedures.
10. Administer computerized records management systems, both internal and external, records information; ensure the security of all records.
11. Build and maintain positive working relationships as well as sound judgment, tact, and resourcefulness in dealing with the public, outside agency representatives, fellow employees, supervisors, and subordinates in the course of normal business and unusual or emergency circumstances.
12. Represent the Unit to other City and outside agencies and committees; provide technical assistance as necessary.
13. Research and prepare technical and administrative reports; prepare written correspondence.
14. Work as line personnel in the Records Unit for temporary periods as needed.
15. Function as Custodian of Records and Agency Contact Coordinator (ACC), including testifying in court as necessary.
16. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of law enforcement records management; principles and techniques of supervision and personnel management; principles and practices of statistical reporting, warrant processing, permit and applicant processing, Department of Justice fingerprint submission, record sealing and purging; court liaison duties, including the preparation of documents submitted to court as a result of subpoena; automated records management systems; pertinent local, State and Federal laws, ordinances and rules.

Ability to: Supervise personnel (including selection, training, assigning, scheduling, motivating, and evaluating performance); organize and manage

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automated and manual record-keeping functions; interpret and explain pertinent departmental policies and rules; communicate clearly and concisely both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; operate departmental computer hardware and related software applications.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Training and experience equivalent to an associate's degree from an accredited college or university with major course work in a closely related field. Three years of experience in Police records and/or data records environment with at least one year at lead or supervisory level. A bachelor's degree from an accredited college or university in a related field is highly desirable.

Required Licenses or Certificates: Possession of a valid California Class C Driver License. Completion of P.O.S.T.-certified Records course at time of appointment. Internal applicants must complete P.O.S.T.-certified Records course within six months of appointment. Completion of P.O.S.T.-certified Records-Supervisors course required within one year of appointment.

Working Conditions: Must be available nights, weekends, holidays, and as needed.

Established: February 1997

Revised: June 2017

HRD/CLASS SPECS

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