



City of Woodland

POLICE RECORDS MANAGER

DEFINITION

To plan, organize, coordinate and manage the records division, including the preparation, processing, indexing, storing, retention and disposition of police records.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Administrative Lieutenant. Responsibilities include direct supervision of assigned personnel.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Manage the daily operation of a complex records division to ensure efficiency and compliance with laws, policies, and procedures. Oversee the preparation, processing, storage, retention, destruction and disposition of incident, traffic, and criminal records and warrants. Direct sealing of police records and coordinate the purging of records. Provide systems management, file maintenance, and quality control functions for the Police Department's automated records management system. Ensure that all department records are properly maintained, distributed, filed, and purged in accordance with federal and state guidelines; and appear in court as required to serve as the custodian of such records. Oversee the release of criminal offender record information to interested parties as appropriate. Responds to Subpoena Duces Tecum and Orders to Produce Evidence.

Hire, train, supervise and evaluate personnel. Prepare and approve work schedules and leave requests to provide adequate coverage on all shifts for assigned services. Provide technical assistance to records division staff. Monitor and review the workflow of records maintenance and upkeep.

Regular and consistent attendance.

OTHER JOB FUNCTIONS

Develop goals and objectives for the Police Records division. Research, recommend and implement policies, procedures, and modern management methods and techniques. Maintain and update procedural and related materials. Assist with preparation of division budget. Investigates complaints and recommends corrective action as necessary to resolve complaints. Respond to difficult citizen complaints and requests for information. Administer the preparation and maintenance of reports, records, and detailed analyses. Ensure compliance with policies, procedures and legal mandates. Establish guidelines for compliance with federal, state, and local mandates for release of information. Testify in court and other legal hearings regarding police records and procedures.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, codes, regulations and laws governing records management, warrant, and property and evidence of a police department.

Principles of public and police administration, organization, and budgeting.

Principles of personnel management to include supervision, training, evaluation and discipline.

Functions and relationships of the criminal justice system, courts and law enforcement agencies.

Manual and automated records management systems, including document image management systems.

Criminal justice information systems, systems networks, and services.

Correct English usage, spelling and punctuation.

Skills to:

Administer an effective and legal records management system, including warrants and property/evidence.

Develop and implement departmental policies, rules and instructions relating to front counter services, records, and file maintenance areas.

Read and interpret laws, rules, and regulations relating to records management.

Communicate clearly and concisely, both orally and in writing.

Operate a variety of office equipment including computers, radios and cameras, copiers and fax machines.

Supervise, train and evaluate assigned staff.

Respond quickly and effectively in difficult situations; make decisions with minimal supervision.

Establish and maintain effective work relationships with those contacted in the performance of the required duties.

Ability to:

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Education and Experience

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

Education

High School diploma supplemented by college level coursework or specialized training. Prefer bachelors degree from an accredited college or university with major course work in Business Administration, Criminal Justice, Political Science or a closely related field.

Experience:

Four years of increasingly responsible administrative or records management experience, including two years of lead or supervisory responsibility. Prefer experience to be with law enforcement or public safety related records.

License or Certificate:

Possession of a valid California Driver's License.

Council Action: July 17, 2001