

CITY OF ARCADIA
POLICE RECORDS MANAGER

DEFINITION

Under general direction, to supervise, plan, and coordinate the activities and operations of the Police Records Section within the Police Department; to coordinate assigned activities with other sections, divisions, outside agencies, and the general public; and to provide highly responsible and complex staff assistance to the Police Captain.

SUPERVISION EXERCISED

Exercises direct supervision over clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate the organization, staffing, and operational activities for the Police Records Section.

Participate in the development and implementation of goals, objectives, policies, and priorities for the Police Records Section; identify resource needs; recommend and implement policies and procedures.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Direct, coordinate, and review the work plan for the Police Records Section; coordinate and provide for the 24 hour, 7 day coverage and support of Police Records Section operations; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in the development and administration of the section budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Provide staff assistance to the Police Captain; prepare and present staff reports and other necessary correspondence.

Maintain the security of records; ensure compliance with the laws, rules, and regulations governing access to records and Federal, State, and local automated systems.

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Enforce policies and procedures as mandated by Federal, State, and local laws and Department of Justice guidelines including those pertaining to the collection, storage, and dissemination of confidential police records, reports, and other related materials.

Disseminate record information to outside law enforcement agencies and the public as appropriate.

Coordinate assigned services and activities with those of other divisions and outside agencies and organizations.

Meet and confer with Department, County, State, and local officials to coordinate statistical reporting requirements for the Police Department.

Participate in the Department of Justice audit of criminal history inquiries and requests and Police Department entries into the CLETS, NCIC, and other related systems.

Provide CLETS training, certification, and recertification for all Department personnel.

Review and prepare daily logs and copies of reports for release to press.

Assume responsibility for and coordinate annual record purge and destructions of information in compliance with Federal and State mandated laws.

Organize and maintain archived records.

Respond to and resolve difficult inquiries and complaints.

Manage and process payroll for Department personnel.

Process subpoenas and record sealings.

Participate in inter-departmental committees.

Oversee computer and information systems; coordinate and maintain terminal access level changes and applications for upgrading services.

Ensure that Third Party Release log for CORI information is maintained and available for audit by DOJ.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of records management.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a police records management program.

Modern and complex principles and practices of records management.

Principles of budget preparation and control.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations including those governing the release of information.

Modern office practices, methods, and computer equipment.

Operating characteristics, policies, and procedures of the Department's computer systems.

Principles and practices used in dealing with the public.

Safe driving principles and practices.

Skill to:

Operate modern office equipment and computer equipment including the Department's specialized computer systems and equipment.

Operate a motor vehicle safely.

Ability to:

Manage and coordinate the work of supervisory and clerical personnel.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

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Interpret, apply, explain, and enforce the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Prepare and administer budgets.

Coordinate activities with other divisions within the Police Department.

Maintain confidentiality of sensitive information and data.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of education and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to achieve this is:

Experience:

Four years of responsible records management experience including three years of supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field.

License or Certificate:

Possession of, or ability to obtain, certification for Public Records Act, Technical Aspects of Records Management, Telecommunications Training for Trainers, and operating and training others on CLETS.

Possession of, or ability to obtain, an appropriate, valid driver's license.

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Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: January, 1999

Revised Date: June, 2012