

## **POLICE RECORDS MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general direction, supervises, assigns, reviews, and coordinates the day-to-day activities of the Police Department's Records Division including managing the maintenance, retrieval, protection, retention, and destruction of all police 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.

### **REPRESENTATIVE DUTIES**

*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.*

Plans, prioritizes, assigns, supervises, reviews, and coordinates the day-to-day activities of the Police Department's Records Division including managing the maintenance, retrieval, protection, retention, and destruction of all police records; sets schedules and provides adequate staffing for the Records Division.

Establishes schedules and methods for providing records management services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.

Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.

Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

Participates in the preparation and administration of the assigned program budget; submits budget recommendations; monitors expenditures.

Performs the more technical and complex tasks of the work unit including ensuring compliance with applicable rules and regulations related to law enforcement records management.

Manages the maintenance, retrieval, protection, retention, and destruction of all police records; coordinates with staff the transfer of records to offsite locations; creates annual purge resolution for destruction of records; oversees records destruction; maintains record security and protection according to mandated requirements and department policy.

Corresponds in person, in writing, or by phone when a request for records is received; responds to subpoena duces tecums for department records; consults with the City Attorney, District Attorney's Office, and Department of Justice as needed; researches Public Records Act laws relating to criminal records and case law to determine authority to release or deny request for records; appears in court on behalf of the department as required.

Creates user identifications and passwords and determines security level for all police personnel for access to various law enforcement databases; trains staff on use and security of assigned systems; maintains security logs and conducts audits or journal searches for misuse inquiries as necessary.

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Oversees payroll operations for the Police Department; ensures the validation and accuracy of payroll operations for the Police Department.

Prepares a variety of analytical and statistical reports and correspondence on operations and activities.

Provides staff assistance to the Police Administrative Services Manager; performs special assignments, tasks and projects as assigned; prepares and presents staff reports and other correspondence as appropriate and necessary.

Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of records management; incorporates new developments as appropriate into programs.

Performs related duties as required.

**QUALIFICATIONS**

*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.*

**Knowledge of:**

Operations, services, and activities of a law enforcement records management program.  
Principles and practices of police records retention and disposition.  
Methods and techniques of record keeping.  
Applicable laws governing the retention and dissemination of police reports and records.  
Principles of supervision, training, and performance evaluation.  
Principles and practices of Uniform Crime Reporting.  
Principles and practices of customer service.  
Office procedures, methods, and equipment including computers and applicable software applications.  
Basic principles and practices of municipal budget preparation and administration.  
Principles of business letter writing and basic report preparation.  
Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

Coordinate and direct the day-to-day activities of the Records Division.  
Supervise, organize, and review the work of assigned staff involved.  
Select, train, and evaluate staff.  
Recommend and implement goals, objectives, policies and procedures for providing Police Records Services.  
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.  
Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.  
Apply applicable codes and regulations to records management.  
Prepare clear and concise reports.  
Participate in the preparation and administration of assigned budgets.  
Plan and organize work to meet changing priorities and deadlines.  
Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.  
Work cooperatively with other departments, City officials, and outside agencies.  
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.  
Demonstrate an awareness and appreciation of the cultural diversity of the community.

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Police Records Manager (*Continued*)

Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *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/Training:**

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

**Experience:**

Four years of responsible police records management experience including one year of lead supervisory responsibility.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*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.*

**Environment:** Standard office setting. CONTINUOUS working indoors, dust from paperwork. Work schedule is 9/80 with alternating Fridays off in a biweekly period. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Work is performed indoors in office and in meeting rooms.

**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

**Hearing:** Hear in the normal audio range with or without correction.