

JOB TITLE

Police Records Manager (RM)

JOB CODE

03860

DEPARTMENT

Police

TITLE OF IMMEDIATE SUPERVISOR

Police Technology & Support Administrator

JOB SUMMARY

Under direction, directs, coordinates and supervises the 24-hour operation of the Police Records Section. Conducts a continuous review and analysis of recordkeeping, data retrieval and transmissions systems and procedures in order to improve and maintain overall efficiency and cost-effectiveness of police records operations.

<u>TASK #</u>	<u>DESCRIPTION</u>	<u>PERCENT</u>
1	Develops, implements and updates operating policies and procedures for the Police Records Section.	30%
2	Plans and schedules personnel to staff the section to provide for 24-hour a day, seven-day a week coverage.	5%
3	Based on appropriate regulations, prepares studies, policy papers, department orders and training bulletins related to records management activities.	5%
4	Provides records information, interprets records policies, and provides technical support to other departmental divisions on records management issues.	10%
5	Develops the annual budget for the Police Records Section and monitors expenditures against the budget.	10%
6	Establishes procedures for the collection of crime data and statistics in accordance with Federal, State and City Council directives and regulations; prepares reports of same for the FBI, California Department of Justice and related agencies.	5%

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| 7  | Develops department procedures for the receipt, storage, security and release of criminal offender record information based on the requirements of the California Penal Code; monitors departmental divisions for compliance with procedures. | 5%  |
| 8  | Investigates and takes appropriate action on records management complaints.   | 5%  |
| 9  | Develops operational policy for the utilization, control and security of the telecommunications computer system.  | 10% |
| 10 | Prepares monthly and special reports for the Division Commander on section operations.  | 5%  |
| 11 | Conducts selection interviews to fill section position vacancies.   |     |
| 12 | Performs other functions as assigned.   |     |

#### MINIMUM OR DESIRED QUALIFICATIONS

Education: A Bachelor's Degree in business or public administration, or a related field.

Experience: Five years of responsible data management or records experience, including three years as a supervisor or manager of a law enforcement or courts records management operation.

Knowledge of: Modern office organization, methods, systems, procedures and equipment, including automated data processing and electronic data storage, retrieval and transmission systems and equipment; systems and procedures analysis and design, work simplification, office layout, time and motion studies; laws pertaining to privacy and security of criminal histories.

Ability to: Develop, evaluate and modify complex records and data management systems, procedures and equipment and recommend improvements.

ORGANIZATIONAL RELATIONSHIPS

Police Technology & Support  
Administrator

Police Records Manager

Senior Police  
Records Supervisor

Personnel & Training  
Lieutenant

Police Records  
Supervisor

Technical Support Section  
Lieutenant

Community Services Section  
Lieutenant

Property Services Section  
Lieutenant

Reviewed: 12/02  
ADA approved: 12/02