



Police Records Manager

Department/Division:	Police/Records
Reports To:	Police Lieutenant
Provides Direction To:	Police Records Technician/Matron, Police Property Technician
FLSA Exemption Status:	Exempt
Date Prepared:	September 30, 2014
City Council Resolution #:	

GENERAL PURPOSE

Under administrative direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex technical records, property, and administrative support related to the Police Records Bureau; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Police Records Manager is distinguished from the Police Records Technician-Matron and Police Property Technician in its broader scope of responsibility, supervision exercised, and decision-making authority. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to an assigned Police Lieutenant in a variety of areas.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Plans, manages, and oversees the daily functions, operations, and activities of the Police Records Bureau, including maintenance, processing, distribution, and security of police records and subpoena and warrant processing.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for the bureau.
3. Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.

ESSENTIAL FUNCTIONS continued

4. Participates in the development, administration, and oversight of the division's budget.
5. Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures and makes recommendations to the Police Lieutenant.
6. Acts as official custodian of criminal justice records for the department; takes necessary action to ensure compliance with court orders.
7. Develops and implements a records management system; directs the records destruction process.
8. Oversees and participates in assembling and compiling information for a variety of departmental, State mandated, and statistical reports, including verifying accuracy and completion of reports and maintaining files.
9. Conducts and prepares regulated State of California Department of Justice audits.
10. Provides highly complex staff assistance to the Police Lieutenant; prepares and presents staff reports and other necessary correspondence.
11. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.
12. Attends and participates in professional group meetings; stays informed of new trends and innovations in the field of police records management; researches emerging products and enhancements and their applicability to City needs.
13. Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.

QUALIFICATIONS GUIDELINES

Knowledge of:

Federal, State, and local laws and regulations governing the maintenance and security of police records and property management practices; records retention, archival, purging, and destruction practices in accordance with criminal justice standards; police property and evidence retention practices and standards; project management practices; public records and privacy rights protections governing the release of criminal and juvenile records; budgeting practices; CLETS, RMS and a variety of police records and information systems and databases used by federal, State and local law enforcement agencies.

Ability to:

Develop and administer goals, policies, and standards for the maintenance of police records and property and evidence; select, train, supervise, and evaluate the work of staff; manage records and property management projects; interpret, apply, explain, and ensure compliance with applicable federal, State, and local standards and departmental guidelines; prepare clear and concise memos, reports, and records; organize, manage, and complete records and retrieval records within established deadlines; operate computer hardware and modern office equipment; use word processing, spreadsheet, and records management software program; communicate effectively with others, both orally and in writing; establish and maintain effective working relationships with staff, management, legal representatives, law enforcement agencies, and others in the course of work; maintain the confidentiality and security of records and property.

Education/Training/Experience:

High School graduation or G.E.D. is required, preferably supplemented by college-level course work in police science, business administration, or a related field. Five years of responsible police records, property management, and supervisory experience is required.

Licenses, Certificates; Special Requirements:

Possession of a valid P.O.S.T. Civilian Supervisor certificate.

Possession of a valid C.L.E.T.S. Operator certificate.

Ability to attain a valid Class C California driver's license and acceptable driving record.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is frequently required to sit and occasionally stand and walk. The employee must be able to use hands to finger, handle, feel or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry and move records weighing up to 25 pounds.

When conducting matron duties, the employee may work with combative subjects, which may require additional assistance in firmly grasping and physically restraining subjects.

Sensory demands include the ability to see, talk, and hear.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data and interpret rules and regulations; analyze and solve problems; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently; and interact appropriately with staff, other law enforcement personnel, subjects, general public, and others in the course of work.

WORK ENVIRONMENT

The employee constantly works in an office environment with controlled temperature settings.

Employees may interact with criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases, as well as upset persons when interpreting and enforcing departmental policies and procedures. Employees may interface with victims, suspects, legal representatives, and other parties seeking to contact detainees or request Court records, fines, and other documents.