



POLICE RECORDS AND COMMUNICATIONS SUPERVISOR

SALARY GRADE: [C4-61](#)

DEFINITION:

Under the direction of the Chief of Police, provide supervision and direction to the operations of the District Police Department's communications, records, and fingerprinting functions as well as property/evidence management, and Special Events and Parking assistance. Participate in budget planning; perform complex analysis and reporting to District and outside law enforcement agencies; serve as administrative assistant to Chief of Police. The Police Records and Communications Supervisor will participate as part of the executive team in the overall leadership/management of the District Police Department.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Assure the functioning of the District Police Department's records, communications and property/evidence divisions; assure that departmental regulations, as well as State and federal laws and policies are followed; assist in day-to-day operations of the department and maintain department equipment.
2. Assist the Chief of Police as assigned; perform special assignments.
3. Responsible for the scheduling, training and supervision of Police Dispatchers, and Records Specialists. Hire, train and schedule Police Student Aides who perform LiveScan Fingerprinting services
4. Interview, select and hire employees; supervise, assign, direct and schedule work activities; explain how duties are to be carried out.
5. Evaluate the performance of assigned personnel; effectively communicate how the performance of duties will be measured; recommend promotions and rewards for service.
6. Approve monthly time and attendance records and utilize automated software to schedule employees, approve requests for time off and additional time worked, including any overtime worked and compensatory time worked/taken.
7. Address and resolve a wide variety of concerns and complaints; adjust grievances; recommend transfers and reassignments.
8. Counsel employees; address performance problems through corrective disciplinary action; suspend and/or terminate personnel according to established policies and procedures.
9. Plan, coordinate and arrange for appropriate training for assigned personnel; develop and initiate departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations.
10. Operate communications equipment, including a police radio; evaluate and prioritize calls for service; dispatch proper police, fire and medical personnel.
11. Perform a variety of administrative duties for the Chief of Police including typing correspondence, filing and other clerical duties; schedule meetings and screen telephone calls as necessary; provide information in person and on the phone; interact with various outside agencies.
12. Release information to the public as necessary; assist in administrative hiring process of full-time and Per-Diem Police Officers, Community Service Officers, Police Dispatchers and Records Specialists.

13. Process in-coming evidence, found property and safekeeping; send out required notices to owners and suspects; route evidence to Crime Lab as necessary; maintain chain of evidence; prepare evidence for court appearances; purge evidence in compliance with applicable laws and policies.
14. Obtain criminal history and generate PFN and CEN numbers to ready arrestees for prosecution.
15. Act as Court Liaison with the DA's Office/Superior Court as required, including preparation of cases to be submitted to the DA's Office for review.
16. Coordinate and manage the Records Management computer system for District Police reports; track and analyze all reports for District Police from CAD database. Act as System Administrator for District Police computerized data systems; setting login accounts, creating and maintaining incident codes.
17. Perform LiveScan Fingerprinting administration. Fingerprint full and part time personnel and child care workers employed by the District; verify identification and assure forms are properly completed; utilize a computerized database to access information.
18. Fingerprint individuals for outside organizations including State credentials, licensing and citizenship; maintain fingerprinting contracts with outside agencies; collect and process related monies as needed.
19. Maintain criminal offender record information obtained from fingerprints; release information and maintain records for District employees in accordance with District policy and applicable laws; maintain liaison with Department of Justice.
20. Serve as liaison between the District Police, Parking, and Special Event requestors; assist in coordinating parking preparation, staging, and reserve no parking areas; assist in coordinating and posting directional signage; prepare departmental recharges; assist in the development of parking plans, policies, and procedures.
21. Participate in and oversee financial records; monitor budgets.
22. Perform a variety of duties to prepare and maintain various records related to assigned activities including invoice payments, filing, data processing, retention and destruction of law enforcement documents, money processing, restraining orders, releasing criminal offender records and others. Arrange for subpoena service, traffic citation processing, mail processing, personnel files maintenance, payroll processing and other related duties.
23. Order and maintain supplies and equipment for the office and department including patrol vehicles, office machinery, parking machines, safety supplies and general office supplies.
24. Serve as liaison for the court and District Attorney's office; process incident reports, process court orders to seal records and maintain records in compliance with applicable laws.
25. Develop and coordinate the publication of informational brochures and crime statistics as required by District policy and State laws.
26. Compile and submit data to be the State of California and FBI, for the Uniformed Crime Reports (UCR)/National Incident Based Reporting System (NIBRS).
27. Compile and submit data to the U.S. Department of Education per the Annual Clery Act reporting requirements
28. Coordinate mandatory training for Law Enforcement personnel; monitor and maintain required audit information, including POST automated records.
29. Issue parking permits and staff parking permits; review contested citations for validity; process parking citations utilizing a computerized system.
30. Oversee the operation of a variety of police and office equipment, including computer equipment, communication and radio devices and telecommunications equipment.

31. Perform all duties of a Police Dispatcher when necessary.
32. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Federal, State and municipal laws.
2. District rules and regulations.
3. Operation of computer systems and assigned software.
4. Modern office practices, procedures and equipment.
5. Regulations and laws regarding records release and retention, evidence retention, destruction and release, property and evidence management, and others related to assigned activities.
6. Subpoena control.
7. Department of Justice uniform crime reports and fingerprint rules and regulations.
8. General police terminology and codes.
9. Oral and written communication skills.
10. Record-keeping techniques.
11. Interpersonal skills using tact, patience and courtesy.
12. Principles of training and providing work direction.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Support and assist in the direction of Police Services to assure a safe environment for staff, students and the public.
3. Communicate effectively both orally and in writing.
4. Establish and maintain cooperative and effective working relationships with others.
5. Maintain records and prepare reports.
6. Operate various office and police equipment as assigned.
7. Plan, assign, correct and supervise the work of Records and Communications staff.
8. Prioritize and schedule work.
9. Coordinate police functions with other departments.
10. Apply and explain policies, procedures, rules and regulations.
11. Complete work with many interruptions.
12. Act as a leader and motivate staff.
13. Conduct training sessions and drills to maintain the efficiency of Records and Communications staff.
14. Evaluate the performance of team members, give frequent feedback to subordinates and prepare written evaluations and performance evaluations.

Education and Experience

Any combination equivalent to:

1. Associate's degree in police science or related field.
2. Five (5) years experience in police records management, dispatch or related experience.

LICENSES AND OTHER REQUIREMENTS:

1. CA POST Records Supervisor Certificate or ability to obtain within 2 years.

Additional Testing May Include:

1. Oral Board Interview.
2. In-depth Interview with Chief of Police.
3. Medical Examination.
4. Background Investigation.
5. Written Test and/or assessment test.
6. Psychological evaluation.
7. Polygraph evaluation.

WORKING CONDITIONS:

Environment:

1. Office environment.
2. Constant interruptions

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard and police equipment.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling objects up to 30 lbs.

Hazards:

1. Frequent contact with dissatisfied or abusive individuals.
2. Exposure to hazardous materials and biohazards.

Date Approved: February 2017
EEO Code: H-30