



Department:	Police
Bargaining Unit:	HPOA
Salary Range:	Q-42
Last Revision:	September 2016

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## **POLICE RECORDS SUPERVISOR**

### **DEFINITION**

Under supervision to supervise, assign, review and participate in the work of staff responsible for providing police record keeping within the Police Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receive general supervision from the Police Administrative Captain.

Exercise technical and functional supervision over clerical staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Responsibilities and duties may include, but are not limited to, the following:

Supervise the work of the clerical staff, including assignment of specific areas of responsibility.

Review all police reports submitted; check for accuracy of coding, warrant information, property listing, dates and status; follow up with officers on problems identified.

Plan, prioritize, assign, and review the work product of subordinate staff responsible for providing police record keeping within the Police Department.

Assist in the implementation of goals and objectives; establish schedules and methods for providing police records services; implement policies and procedures.

Participate in the selection of clerical staff; provide or coordinate staff training; work with employees to correct deficiencies; recommend discipline procedures.

Operate various office equipment, including a computer, fax machine, copy machine, printer and typewriter.

Using the above equipment, enter, records and file a wide variety of police records, reports and materials, including memos, letters, reports, complaints, citations, crime reports and traffic collision reports.

Prepare various reports on operations and activities; assemble, code, record and summarize a variety of police record data, including serious crime offenses, stolen vehicles, traffic collision reports and other crime reports.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Review requests for information and develop determinations as to its release in accordance with established regulations; provide general information regarding Department policies, procedures and regulations to the public.

Operate various computer programs, including word processing, spreadsheets, data bases and communications software to prepare various reports, records memos, letters and other material, both for internal and external distribution.

Perform the full range of departmental records keeping duties as necessary.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Basic police records supervision practices and training principles.

Basic organization and functions of a municipal law enforcement agency.

Procedures, methods and techniques of police record keeping.

Pertinent Federal, State, and local laws, codes and regulations.

English usage, spelling, grammar and punctuation.

Procedures and techniques for dealing with the public in a tactful, but firm manner.

Modern office procedures, methods and computer equipment.

**Skill to:**

Operate various office equipment, including fax machine, copy machine, computer and printer.

Perform data entry at a speed necessary for successful job performance.

**Ability to:**

Supervise, organize and review the work of clerical personnel.

**Ability to:**

Interpret and explain Police department policies and procedures.

Perform general clerical work, including maintenance of police records and compiling information for reports.

Prepare clear and concise reports.

Train clerical staff in records keeping procedures and computer data entry.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

While not mandatory, it is highly desirable to be able to communicate effectively, both orally and in writing, in the Spanish language.

**Experience and Training Guidelines**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Three (3) years of responsible clerical experience, including one (1) year of police records work.

**Training:**

Equivalent to successful completion of the twelfth grade. (GED or High School Graduation) supplemented by specialized training in personnel supervision, and in the area of assignment.

**Special Requirements**

Ability to pass a records check fingerprinting.

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

**Effective Date:** January 2000