

CITY OF  
SIMI VALLEY

**POLICE RECORDS SUPERVISOR**

*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, directs, reviews, evaluates and participates in the work of staff responsible for the daily operations and activities of the Police Department's Records Bureau; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility. The position is a working supervisor ensuring work quality and adherence to established policies and procedures while performing the more complex tasks and providing administrative and analytical support to the bureau manager and higher level management staff.

**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.*

1. Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for the daily operations and activities of law enforcement records management.
2. Train, counsel, evaluate, schedule and participate in the selection of staff assigned to the Records Bureau; work with employees to correct deficiencies; identify staffing needs; review needs with the Police Records Manager and/or appropriate management staff; allocate resources accordingly.
3. Participate in the development and maintenance of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures; recommend and assist in the implementation of goals and objectives.
4. Identify training needs related to assigned area of responsibility; prepare training materials; provide training to staff regarding various topics related to Records Bureau programs and procedures, including use of the California Law Enforcement Telecommunications System (CLETS), review recommendations or identified needs with the Police Records Manager.
5. Assist the departmental custodian of records; prepare declarations; prepare responses to subpoenas for department records; appear in court on behalf of the department, as required.
6. Coordinate and oversee audits of Records Bureau information and processes, including Department of Justice and National Crime Information Center audits.
7. Investigate and resolve problems and complaints; work with employees to correct deficiencies; recommend and implement disciplinary action.
8. Direct and coordinate criminal record sealing and purging of documents pursuant to court orders.
9. Compile and oversee the release of police records information in accordance with the California Public Records Act.

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**Police Records Supervisor (Continued)**

10. Assist in the preparation of county, state and federally mandated Uniform Crime and Arrest Reports (and National Incident Based Reporting System when implemented). Comply with all monthly federal submission requirements in a timely manner; prepare statistical reports as needed.
11. Assist in the preparation and administration of the records management program budget; submit budget recommendations; monitor expenditures.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of records management; monitor legal and procedural developments related to law enforcement records.
13. Perform 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 data storage, retrieval and processing.  
Methods and techniques of record keeping.  
Principles of supervision, training and performance evaluation.  
Modern and complex principles and practices of the criminal justice system.  
Court procedures/requirements concerning criminal case filings.  
Pertinent federal, state and local laws, codes, regulations, policies and procedures including the California Public Records Act.  
Principles of Uniform Crime Reporting/National Incident Based Reporting System

**Ability to:**

Take direction from bureau manager and higher level management staff.  
Select, supervise, train, evaluate and organize the work of lower-level staff.  
Operate a law enforcement records management system.  
Apply sound judgment when making decisions.  
Perform job duties with minimal supervision.  
Apply applicable codes and regulations to records management.  
Accurately utilize assigned law enforcement software applications and computer programs.  
Operate office equipment including computers.  
Interpret and explain City policies and procedures.  
Interpret and apply current legislation to law enforcement records management.  
Prepare clear and concise reports.  
Communicate clearly and concisely, both orally and in writing.  
Work nights, weekends and holidays.  
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 an Associate's degree (or 60 units) with major course work in law enforcement, public administration, or a related field.

**Experience:**

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

**License or Certificate:**

Possession of, or ability to obtain and maintain, an appropriate, valid CLETS certificate issued by the Department of Justice.

Possession of, or ability to obtain, a California Peace Officers Standards and Training (POST) Records Supervisor certificate within one year of employment.

**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; exposure to computer screens.

**Physical:** Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; visual acuity; moderate or light lifting and carrying.

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

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

Established: February 2009

Revised: August 2017