

CITY OF SIMI VALLEY

SENIOR POLICE RECORDS TECHNICIAN

*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 direction, leads, oversees, assigns, reviews, and participates in the more complex and difficult work of staff responsible for performing a variety of specialized clerical and technical duties within the Records Unit of the Police Department; receives, processes, and performs basic analysis of a variety of confidential police reports and records; ensures that the security and integrity of all confidential police information is maintained; and performs a variety of technical tasks related to assigned areas of responsibility.

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. Coordinate, oversee, review and participate in the more complex work of staff responsible for performing a variety of specialized clerical and technical duties within the Records Unit of the Police Department.
2. Plan, direct and participate in receiving, maintaining, and updating computerized police records and reports via electronic processing; ensure reports meet UCR, NIBRS, and DOJ rules and guidelines; perform basic analysis of incoming police reports to determine and identify crime trends and patterns; transfer, audit and update data into CLETS/NCIC including lost/found or stolen property, vehicles that have been stolen/recovered, stored, impounded, or repossessed, court orders, restraining orders, and missing persons and their personal information and identifying marks.
3. Train employees in their areas of work including basic police report preparation and police records maintenance methods, procedures, and techniques; administer training and certify sworn and non-sworn employees in CLETS and NCIC; recommend and prepare new and revised procedures for assigned unit.
4. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications; ensure adherence to established police records management guidelines and regulations; assist in evaluating the performance of staff and provide direction and assistance where appropriate.
5. Oversee and perform specialized computer searches and queries; distribute reports and crime information to internal staff, outside agencies, and members of the public according to established guidelines and laws.
6. Assist officers, law enforcement personnel, and other law enforcement agencies with various requests regarding crime trends and patterns, known offenders, background checks, DMV reports, subpoenas, and criminal history; conduct specialized research and gather information as necessary.
7. Answer the telephone and assist the public with questions related to police records, reports and crime information; respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
8. Process stored/impound vehicle releases at the customer counter.

9. Receive and process subpoena and background requests; receive and collect payment for officer civil subpoenas.
10. Receive and process Letter of Agency forms for business property trespassing.
11. Process and seal criminal histories when court ordered; process expungement orders; notify proper government agencies when process is completed.
12. Process in-custody packets for court officer including warrant declaration, felonies, and misdemeanors; process detention forms and disposition forms for court officer; type criminal complaints and submit to court.
13. Receive and enter all NCIC/CLETS required submissions; maintain and audit entries in preparation for periodic state audits; ensure access to criminal information is performed within the proper guidelines and established procedures.
14. Accept payments from the public and various agencies; operate cash register; balance daily cash receipts and cash drawer; prepare bank deposit.
15. Image a variety of reports into the Records Management System; electronically manage and distribute police report information.
16. Produce computer-aided dispatch audio recordings on compact disc for subpoena requests and complaint request evaluations from the District Attorney.
17. Assist in the identification and monitoring of crime activities, patterns and trends within the City; document and plot criminal activity on City maps utilizing electronic mapping software; update information as activity develops.
18. Develop, audit and run all state and federally mandated statistical reports required by the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI); maintain all in-house statistics.
19. Coordinate with surrounding law enforcement and parole jurisdictions in known offender, registrant and gang/tag tracking; disseminate information as needed.
20. Develop a variety of report data extractions used for administrative, operational and tactical analysis.
21. Utilize various computer programs designed to assist in monitoring and proactively fighting crime; identify modus operandi scenarios to assist in the apprehension of suspects and resolution of cases.
22. Lead, direct, and participate in extensive auditing of Records Management System (RMS) data and hard copy reports to ensure accuracy and timeliness of data; run duplicate name, vehicle and location reports; merge and update information in RMS as necessary.
23. Process narcotic registrants; operate the Live Scan machine, take the registrant's photo, enter pertinent information into RMS and issue a State of California registration card.
24. Administer the Pawned Property, Flag/Officer Safety and Criminal Description modules within the RMS.
25. 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:

Advanced principles and practices of police report preparation.

Advanced principles and practices used in establishing, utilizing, and maintaining files and

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information retrieval systems.
Advanced principles and practices of data entry and proofreading.
Principles and practices of lead supervision and training.
Legal terminology and practices involving criminal reports, records maintenance, and local court procedures.
California Law Enforcement Telecommunications System (CLETS), National Crime Information Center (NCIC), and Criminal Justice Information System (CJIS) policies and procedures.
The California Public Records Act.
Uniform Crime Reporting definitions.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Specialized computer applications used in area of assignment.
English usage, spelling, grammar and punctuation.
Pertinent federal, state, and local laws, codes, regulations and guidelines.

Ability to:

Lead, organize and review the work of staff.
Independently perform the most difficult specialized clerical and technical duties within the assigned unit.
Interpret, explain and enforce department policies and procedures.
Understand and apply appropriate federal, state, and local laws, codes, and guidelines.
Understand and release reports according to the California Public Records Act.
Accurately enter police reports and other legal information into the computer.
Proofread information for accuracy and completeness.
Prepare clear and concise documents and reports.
Perform extensive police research.
Type at a speed necessary for successful job performance.
Operate modern office equipment including computer equipment, PBX, cash register, microfilm machine, and scanner.
Operate and navigate records management computer systems.
Adapt to changing technologies and learn functionality of new equipment and systems.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Multitask and perform work duties with constant interruption.
Perform work within established timelines.
Maintain confidentiality of records information.
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 the twelfth grade supplemented by specialized police clerical training.

Experience:

Three years of increasingly responsible police records management experience.

License or Certificate:

Possession of and ability to maintain CLETS Trainer certification issued by the Department of Justice.

Ability to obtain POST Records and Public Records Act certifications.

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 and public counter setting; exposure to computer screens; shift work is required, including weekends and holidays.

Physical: Primary functions require sufficient physical ability to work in an office and public counter setting; walk, stand, or sit for prolonged periods of time; light lifting and carrying; operate office equipment.

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.

Adopted: December 2003
Johnson & Associates

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