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.

DEFINITION

Coordinates the activities of the Police Department's Records Division including the maintenance, retrieval, protection, retention and destruction of all police records.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Chief of Police or designee and exercises no supervision.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following.

1. Coordinates the day-to-day activities of the Police Department’s Records Division including the maintenance, retrieval, protection, retention and destruction of all police records.

2. Functions as Custodian of Records; maintains security of records; ensures timely and appropriate response to subpoenas; consults with local, state and federal agencies as needed; researches Public Records Act and case law relating to criminal records to determine authority to release or deny request for records; may appear in court to testify regarding the subpoenaed documents as required.

3. Maintains operations manuals associated with records functions; makes recommendations on changes, deletions and additions; performs updates as necessary.

4. Assists in the development of and implementation of policies and procedures related to the preparation, processing, maintenance, access and use of law enforcement records; makes recommendations for changes and improvements to existing standards, policies and procedures; monitors activities to ensure compliance.

5. Compiles and prepares statistical reports; including the Clery Act Report, Uniform Crime Report (UCR), Misdemeanor Arrest Citation Report (MACR) and Palomar College Police Department’s monthly report.

6. Performs data entry and processes a wide variety of police records, reports and materials including arrest records, warrants, citations, subpoenas, crime and traffic reports and other related information according to state-mandated procedures.

7. Operates computer terminals connected to statewide networked databases including the Automated Regional Justice Information System (ARGIS), California Law Enforcement Telecommunication System (CLETS), and National Criminal Information Center (NCIC); teletypes to search for records and to enter, modify and retrieve data; sorts, files, copies, assembles and distributes reports and related records, including court packages for filings with the District/City Attorney.
8. Provides requested criminal offender record information to assist department personnel and outside agencies in accordance with state law and departmental procedures; provides general information orally and in writing to the public within the guidelines of the Freedom of Information act and department policies.

9. Maintains security logs and conducts audits or journal searches for misuse of inquiries.

10. Advises and provides assistance to in-house personnel and other departments regarding records services.

11. Performs a variety of general clerical tasks including typing routine correspondence and standard forms, and operating routine office equipment.

12. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of records management; incorporates new developments into program as appropriate.

13. Performs related duties as assigned or required.

QUALIFICATIONS

Knowledge of:

1. Operations, services and activities of a criminal records information system.
2. Applicable federal, state, county, city and District rules, laws, regulations, codes and policies.
3. Working knowledge of current case law decisions as it relates to records retention and destruction.
4. Specialized law enforcement database systems such as ARGIS, CLETS and NCIC.
5. Principles and practices of customer service.
6. Modern office procedures, methods and computer equipment including applicable software applications.
7. English usage, spelling, punctuation and grammar.
8. Community College Police Department organization, operations, policies and objectives.

Ability to:

1. Coordinate the day-to-day activities of the Police Department’s Records Division.
2. Act as the Custodian of Records.
3. Communicate tactfully and effectively with students, staff, faculty and the public, both verbally and in writing.
4. Establish and maintain cooperative and effective working relationships with other departments, City officials and outside agencies; use discretion in handling difficult persons.
5. Recommend and implement goals, objectives, policies and procedures for providing police records services.
6. Effectively respond to all situations/incidents using sound judgment and decision-making skills.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Understand and utilize law enforcement technical codes and crime classifications accurately.
9. Analyze situations accurately and adopt effective courses of action.
10. Work independently with little direction; plan and organize work to meet changing priorities and deadlines.
11. Communicate effectively both orally and in writing.
12. Maintain detailed records and prepare clear, concise reports.
Ability to:

13. Work with confidential information with discretion.
15. Type a minimum of 35 words per minute.
16. Exhibit sensitivity to and understanding of the cultural, socioeconomic and ethnic diversity of a community college.
17. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.

Experience and Education/Training Guidelines:
Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

Experience:
One year of closely related experience in law enforcement records management.

Education/Training:
Equivalent to completion of the twelfth grade.

License and/or Certificate:
Possession of, or ability to obtain, an appropriate valid California Driver’s License.

WORKING CONDITIONS

Environmental Conditions:
Office environment; exposure to computer screens, noise and electrical energy; extensive contact with personnel from other District departments and outside agencies.

Physical Conditions:
Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; visual acuity for creating computer-generated work to read printed materials.