

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Police Records Supervisor

**Unit:** Supervisory and Professional

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**Job Code:** D1270  
**Original Date:** 08/2016  
**Last Revision:** 08/2016  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 6

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### **DEFINITION**

Under the direction of the Chief of Police or assigned manager, provide administrative support and organize department clerical functions and supervise the work of classified staff engaged in varied clerical and technical activities at multiple locations; organize operational records and prepare statistical reports.

### **EXAMPLE OF DUTIES**

1. Provide administrative support and organize clerical functions in the Community College District Police Department.
2. Organize, schedule, assign, and review the work of assigned clerical staff at multiple locations; establish standards of work performance; assist in developing and implementing department procedures.
3. Supervise, train, and evaluate assigned staff; interview and recommend the hiring of clerical personnel.
4. Review, process, and maintain confidential police reports and citations; maintain sensitive information and files, including crime report information.
5. Organize and maintain operational records and files, including lawful records release and subpoena requests, within department procedures and the laws and codes that regulate the release of information.
6. Compile data and prepare statistical reports for compliance with the Clery Act, VAWA, and Title IX.
7. Receive, log, and track subpoenas from the District Attorney's office and court system; distribute to appropriate Officer; respond to the District Attorney's office and other agencies as appropriate.
8. Maintain department budget records; maintain inventory, order supplies, and process for payment.
9. Interpret, explain, and apply Police and District regulations, policies, and procedures for staff and the public.
10. Schedule appointments and arrange and schedule conferences, meetings, and events.
11. Compose, edit, and prepare correspondence and special reports.
12. Operate standard office equipment, including computers to enter and extract a variety of data.
13. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge:**

- Applicable laws, rules, regulations, and administrative orders relating to the maintenance and release of police records.
- Computer applications, including word processing, spreadsheets, and databases.
- District organization, operations, objectives, policies, and procedures.
- English usage, grammar, spelling, punctuation, and vocabulary.

Local, State, and federal reporting requirements for arrests, crimes, confidential victims, and multiple Clery, VAWA, and Title IX reporting requirements.  
Modern office practices, procedures, and equipment, including computer hardware and software.  
Oral and written communication skills.  
Principles of training and supervision.  
Record-keeping techniques.  
Technical aspects of field of specialty.

Skills and Abilities:

Communicate effectively both orally and in writing.  
Compile data for statistical and narrative reports.  
Establish and maintain effective working relationships with others.  
Maintain records and prepare reports.  
Establish and meet schedules and time lines.  
Operate a variety of office machines and equipment, including computer hardware and software.  
Plan and supervise work.  
Train, evaluate, and supervise personnel.  
Type/keyboard at 55 words per minute.  
Understand, interpret, and apply laws, rules, policies, and procedures related to the Community College Police Department.  
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school and four years of increasingly responsible clerical experience in law enforcement/public safety. Work experience in a police records unit is highly desirable.

License:

Valid California driver's license.  
Advanced Clery Compliance Officer/Practitioner Certification  
POST – Records Supervisor Course  
California Public Records Act Training

**WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.