

POLICE RECORDS SPECIALIST

BASIC FUNCTION

Performs clerical and administrative tasks related to the gathering, maintenance, and release of confidential police records and reports; compiles official documents and reports for submission to the court and District Attorney; maintains all records for individuals who are registered under Penal Code 290; prepares mandated state and federal crime reports; organizes and maintains the disposition of property/evidence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently performing clerical duties in support of the police department. Employees at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Gathers statistical information and prepares reports for law enforcement management and officers; reviews officer reports for completeness and resolves issues regarding errors and missing information; processes in accordance with mandated requirements.
2. Records, files, and tracks police reports, court citations, and other official documents; enters and retrieves online confidential law enforcement information on computer terminals; provides updated information on citations and report processing; distributes and files officer subpoenas; maintains police vehicle logs.
3. Maintains all records on individuals who are attending school within the District and who are registered as sex offenders under Penal Code 290; schedules and processes intake forms and photographs for all new PC 290 students; enters all information into various systems and ensures registrants are in compliance with probation/parole conditions; notifies registrant and parole/probations officers of non-compliance.
4. Assembles and delivers court and District Attorney report packages and ensures appropriate forms are complete and attached; corresponds with the District Attorney's office to ensure accurate and timely filings; furnishes mandated reports to law enforcement and/or education oversight agencies; gathers, maintains, and submits information required for oversight agencies.
5. Releases police reports to appropriate individuals, personnel, and agencies following the California Public Records Act and release of information mandates.
6. Processes and files completed background check inquiries from other agencies; checks for local Criminal Offender Record Information (CORI), school and employment history, and responds according to state's release guidelines.
7. Forwards updates on procedural changes from the courts, District Attorney's office, and Department of Motor Vehicles (DMV) to department officers; keeps law enforcement forms updated and in stock.
8. Attends necessary training to achieve and maintain working mastery of local, state, and federal statutes, regulations, requirements, and protocols related to law enforcement records.

9. Coordinates the annual audits, inspections, and data required by the Department of Justice (DOJ) to include the California Law Enforcement Telecommunication System (CLETS) and ensures the department is in compliance with state regulations.
10. Compiles and prepares data for the annual Clery Report.
11. Processes property to include lost/found property and evidence.
12. Participates in District-provided in-service training programs.
13. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Operations of law enforcement agencies.
2. Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
3. Operational characteristics of database systems used in law enforcement, such as CLETS or other local, regional, and national databases.
4. Techniques, methods, and processes of police record management and retrieval.
5. Basic court principles as they relate to the preparation and compilation of reports and records.
6. Principles and practices of complex recordkeeping.

Ability to:

1. Perform a diverse range of clerical duties in support of a comprehensive law enforcement records system.
2. Understand basic police terminology and law enforcement codes.
3. Interpret and apply rules and regulations on assigned work.
4. Update and maintain the District's law enforcement records database.
5. Perform data entry with speed and accuracy.
6. Compile and submit reports and documentation to courts, the District Attorney, law enforcement, and oversight agencies.
7. Maintain confidentiality of criminal justice information.
8. Exercise judgment within general policy and procedural guidelines.
9. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
10. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
11. Communicate clearly and concisely, both orally and in writing.
12. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
13. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
14. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

Completion of the twelfth (12th) grade and two (2) years general recordkeeping clerical experience within a law enforcement agency; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with individuals in interpreting and enforcing departmental policies and procedures.