



POLICE SERVICES MANAGER

DEFINITION

Under general direction, plans, coordinates and supervises activities of Police Records staff, Jailers, Community Services Officers and Cadets; provides complex and responsible staff assistance to commanding officers.

SUPERVISION EXERCISED

Exercises direct supervision over subordinate staff.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Answer inquiries from the public, both in person and over the phone, direct customers to appropriate staff member.

Plan, develop, coordinate and oversee the staff and operations of records, jail, court liaison, property/evidence and cadet functions.

Participate in the development and implementation of the budget, goals, objectives, policies and priorities for supervised units.

Select, train, evaluate, motivate and discipline subordinate staff.

Identify and resolve issues and problems, assign work plans and projects, monitor work flow and review and evaluate work products, methods and procedures.

Ensure compliance with Federal, State and local laws, polices procedures and regulations.

Evaluate and recommend changes in records, jail, property/evidence and court liaison systems.

Develop and administer staff schedules.

Supervise payment of Police Department bills; reconcile monies received from the public, balance funds and perform arithmetic calculations in the deposit of funds.

Coordinate parking citations with contract agency and develop parking related procedures.

Process Public Records Act requests, court proceedings and sealings retrieving, compiling and copying needed materials; follow destruction motions from court.

Serve as Police Department's CLETS coordinator for state and national law enforcement computer and telecommunications system and ESCARS coordinator for Department of Child and Family Services law enforcement system.

Prepare reports, proposals and other documents.

Serve as liaison to dog licensing agency.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Standard law enforcement office and dispatch procedures, methods and computer equipment, including but not limited to systems such as CLETS and Computer Aided Dispatch, offender registration, Department of Justice reporting.

Police Records Management, jail, court liaison and property/evidence principles, practices and procedures.

Budget preparation and control and record keeping and reporting.

Principles of training, supervision, evaluation, motivation and discipline.

Federal, State and local laws, policies, procedures and regulations. Basic cashing and fiscal record keeping.

Ability to:

Operate office equipment including computers, copying machines and equipment such as law enforcement teletype and radios.

Accurately type 35 words per minute and enter and tabulate data.

Train, supervise, evaluate, motivate and discipline subordinate personnel.

Analyze issues and problems and identify and implement solutions.



Respond to questions from the public and staff.

Prepare and maintain accurate and complete records and reports.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

BA/BS in criminal justice, public administration or related field and four (4) years increasingly responsible law enforcement experience including two (2) years in a supervisory capacity.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record. Peace Officers Standards and Training (POST) Certification as a Records Supervisor, Certification in Public Records Act, Technical Aspects of Records Management and CLETS Certification.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

