

266307/01/95

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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Revised

**TITLE: POLICE RECORDS/INFORMATION MANAGER**

**DEFINITION**

Under general direction, to plan, organize, and supervise the activities and operations of police records/information, property management, crime analysis, fleet maintenance, and building maintenance within the Police Department; to coordinate assigned activities with other divisions, outside agencies, and the general public; to provide highly responsible and complex staff assistance; and to perform related work as required.

**REPORTS TO:** Police Captain

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from a Police Captain. Exercises general supervision over professional, technical, and clerical staff.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Coordinate the organization, staffing, and operational activities of police records/information, property management, crime analysis, fleet maintenance, and building maintenance.
- Direct, coordinate, and review the work plan for assigned functions; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.
- Ensure courteous and expeditious customer service to the general public and internal staff; identify opportunities for improving service methods and procedures; review with appropriate management staff; implement improvements.
- Participate in the development and administration of the departmental budget for assigned functions; identify additional needs for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; prepare necessary purchasing specifications; recommend adjustments as necessary.
- Coordinate activities of assigned functions with those of other divisions and outside agencies and organizations; provide staff assistance to higher level Police management; prepare and present staff reports and other necessary correspondence.
- Serve as official custodian of criminal justice records and property for the department; supervise the maintenance of records and files; develop and implement a records/information management system.
- Serve as the Agency Terminal Coordinator for the California Law Enforcement telecommunications system.
- Interpret and apply state laws regulating the control, release, and disposal of criminal records, evidence, and property; establish guidelines for the security, release, and destruction of records and property.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training.
- Represent the Department at a variety of community and professional meetings, proceedings, and hearings; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of police records/information management.

- Supervise the Crime Analysis Bureau and provide direction in conducting surveys and performing research and statistical analyses of crime and internal operating problems and data.
- Respond to complaints and requests for information relating to police records; explain and interpret departmental and city-wide policy and procedures.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern and complex principles and practices of police records management and property administration.
- Pertinent Federal, State, and local laws, codes, regulations, and procedures applicable to the control, release, and disposal of records, evidence, and property.
- Principles and practices of computer systems and procedures analysis and design.
- Computer applications as they apply to police activities.
- Principles of organization, administration, and personnel management.
- Principles of municipal budget preparation and control.
- Principles of supervision, training, and performance evaluation.
- Manual and computer-based records storage and handling techniques.

### **Ability to:**

- Develop work systems and procedures to ensure optimal efficiency and appropriate customer service orientation.
- Communicate clearly and concisely, orally and in writing.
- Supervise, train and evaluate subordinates; plan and schedule work assignments for, and set priorities of, assigned staff.
- Establish and maintain effective working relationships with those contacted in the course of work including a variety of City officials and the general public.
- Maintain an updated knowledge of laws, regulations, and policies governing law enforcement records and custody of property.
- Understand and carry out complex assignments from oral and written directions; interpret rules, regulations, and laws.
- Gather, analyze, interpret, and report research findings.

### **Education and Experience:**

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

Education: Equivalent to a Bachelor's degree from an accredited college or university with major work in business or public administration, administration of justice, management information systems, records management, information or computer science, or a closely related field. Two years of additional qualifying experience may be substituted for two years of education.

Experience: Five years of experience in the management of manual and computer-based record systems, including one year as a supervisor or manager, in a law enforcement agency.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

The Police Department will require a polygraph examination for this position.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Police Records/Information Manager

**TO:** Administrative Services Manager