

POLICE ADMINISTRATIVE SUPERVISOR

DEFINITION

Under general direction of the Police Chief, to perform specialized administrative/supervisory work overseeing the operations of the administrative unit within a section of the Police Department including, but not limited to, Records, Property, or Identification Units; to manage, oversee, and supervise staff performing the functions and activities of the unit; to assure unit compliance with an enforcement of applicable federal, state, and local laws, ordinances, and codes; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Exempt. Bargaining Group: Mid-Management Unit.

DISTINGUISHING CHARACTERISTICS

This is a civilian supervisory-level classification populated with multiple incumbents. The Police Administrative Supervisor performs duties that are administrative/supervisory in nature, with substantial authority for managing staff and activities of a specialized nature. Incumbents have extensive contact with police managers/staff, other City employees, various public/private organizations, and the general public and are responsible for developing, proposing, and implementing policies, procedures, goals, and objectives within their scope of responsibility.

The Police Administrative Supervisor demonstrates professional and technical competence while working as a team member of confidential and sensitive areas. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, and related regulating entities.

REPORTS TO

Police Chief or as assigned.

CLASSIFICATIONS SUPERVISED

Police Clerk I/II, Police Property and Evidence Clerk, Crossing Guard, and other assigned support staff.

ESSENTIAL FUNCTIONS

Performs a variety of office management and administrative support work for the Police Department and the Police Chief; responsible for computer input and maintenance of Department payroll data; transcribes internal affairs investigations and interviews for the Department; maintains and updates confidential internal affairs investigation and action files; processes and carries out purchasing requests for the Department; prepares and processes payment requests for purchases; designs pamphlets, flyers, and other documents; maintains and updates inventory of Department supplies; compiles data

and prepares and distributes special and statistical reports for internal uses as well as other government agencies; prepares and maintains Department calendars; schedules and arranges appointments for Department management staff; receives office visitors and telephone callers, providing comprehensive information about Department policies, functions, and procedures; receives public complaints; builds and maintains respectful, positive working relations with staff, supervisors, outside agencies, and the public using principles of good customer service; develops forms necessary for Department functions and administrative support; provides supervision, may provide direction and training for other Department office support staff; types or uses a word processing program to prepare a variety of documents; operates a variety of office equipment; maintains and oversees the police record management system; processes and provides custody and security of various records; files historical information or other specialized documents or data related to assigned program areas; attends, facilitates, or provides support including follow up or coordination for various internal or external meetings as assigned; provides effective conflict resolution as needed; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions; oversees daily operations of Property/Evidence; maintains legal compliance and chain of custody; conducts quarterly audit and internal spot checks of property room; assures safe physical storage and proper disposal of hazardous materials cleared for destruction; oversees daily operations of Police Records Unit; oversees maintenance of police reports, sex offender registration records, narcotic violations, and parking enforcement records; prepares written guidelines regarding internal operational procedures; analyzes a variety of operational data to evaluate trends and makes recommendations regarding policy changes; may coordinate and administer special programs and projects which have multiple departmental applications or are required by the State or Federal Agencies; provides documents, 9-1-1 tapes, policies, and related items in response to court/attorney subpoenas; makes decisions as to the legality of release of reports to various individuals and agencies; appears in court as required; accepts and prepares Subpoena Duces Tecum, discovery, court orders, and report requests in accordance with the Public Records Act; serves as a liaison to a variety of organizations including California Law Enforcement Association of Records Supervisors (CLEARs), International Association for Property and Evidence, and related organizations; and performs other duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; occasionally stoop, bend, kneel, crouch, reach, and twist; lift, carry, push, pull, and/or move objects weighing up to 25 lbs.; normal manual dexterity and hand-eye coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment requiring repetitive hand movement and fine motor coordination including computer keyboard, telephone, calculator, copier, and FAX.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment; frequent contact with other staff and the public.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Modern principles, practices, and techniques of a municipal police department.
- Provisions, principles, and practices of municipal structure and organization.
- Criminal Justice procedures.
- Principles and procedures of public safety record keeping; modern and complex principles and practices of police records retention and disposition.
- Current laws related to records retention, records release, records destruction, and records management.
- Modern techniques for proper maintenance and destruction of police records, property, and evidence.
- Principles of effective record, file, and archival management related to area of assignment.
- Statistical methods and principles.
- Principles and practices of supervision, staff selection, training, and personnel management.
- Principles of effective time management.
- Safe work practices and related regulations.

Ability to:

- Effectively formulate, organize, and manage sound divisional policy in the areas of police records and evidence.
- Possess proven ability to manage, organize, and direct records functions.
- Create and maintain accurate and detailed record keeping systems.
- Implement City Council direction.
- Organize, analyze, manage, and implement a variety of programs.
- Delegate authority and responsibility as well as schedule and program work.
- Lead, manage, evaluate, and train personnel effectively.
- Plan, initiate, and manage complex and multiple simultaneous work assignments; set priorities and organize work to meet deadlines.
- Plan, initiate, manage, and complete complex and multiple simultaneous work assignments or projects with a minimum of direction.
- Organize, implement, and direct divisional goals within City objectives.
- Understand City processes and procedures and specific requirements of assigned program areas.
- Understand and comply with complex state and federal regulations, laws, codes, and policies as related to assigned program areas.
- Perform research; compile and analyze data and prepare technical reports.

- Diagnose and troubleshoot complex problems and provide and coordinate appropriate solutions.
- Work with and control sensitive and confidential information and assure security for assigned program areas.
- Work irregular hours which may include late nights, weekends, and call outs.
- Use computer and needed programs in a highly effective manner.
- Establish and maintain respectful, effective, and cooperative working relationships with those contacted in the course of work.
- Interact with citizens and employees in an effective way that produces positive results.
- Communicate effectively, orally, electronically, and in writing.

Training and Experience:

- Three (3) years of responsible experience in a law enforcement agency involving computerized records systems and evidence management, including one year of administrative and/or lead supervisory experience.

SPECIAL REQUIREMENTS

Must meet POST requirements including successful completion of Basic Records, Property & Evidence Management Course, and a background investigation.

Education:

- Equivalent to graduation from high school.
- Graduation from an accredited community or Junior College with an AA degree; an emphasis in Police Science and Administration is highly desirable.
- Additional qualifying supervisory experience may substitute for education on a year-for-year basis to a maximum of two (2) years.

License:

- Possession of a valid California driver's license.

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