



## CITY OF SANDY JOB DESCRIPTION

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<b>POSITION TITLE:</b>	Police Records Manager
<b>DEPARTMENT:</b>	Police
<b>FLSA STATUS:</b>	Non-Exempt
<b>SALARY RANGE:</b>	H
<b>REPRESENTATION:</b>	None

### **GENERAL POSITION SUMMARY:**

Organizes and manages the continuous operation and activities of Police Records and business office staff. . Ensures work quality and adherence to establish policies and procedures; preforms the more technical and complex tasks. Supervises the records staff.

### **ESSENTIAL JOB FUNCTIONS:**

- Supervises, assigns, reviews, and coordinates the day-to-day activities of the police department's records division including managing the maintenance, retrieval, dissemination, retention, and destruction of all police records. Maintains record security and protection according to mandated requirements and department policy.
- Participates as a member of the departments management team; establishes long-range goals; assists with the development of the department's strategic plan; assist with compilation of the department's budget.
- Provides technical training to records staff about workflow, office procedures and systems use.
- Establishes schedules and methods for providing records management services. Identifies resource needs and reviews needs with appropriate management staff; allocates resources accordingly. Participates in the selection, retention, discipline, and termination decisions of records staff.
- Applies federal, state, and local laws related to release of information. May assist in handling complex and difficult situations involving the interpretation of regulations and operating procedures. Resolves service issues and complaints.
- Participates in the development and implementation of policies and procedures; monitors work activates to ensure compliance with established policies and procedures.
- Participates in the selection of assigned staff; provides or coordinates staff training.
- Oversees the computerized records retention/retrieval system; designs and implements new forms processes and procedures as necessary to ensure file/data accuracy, integrity, and security.
- Responds to subpoena duces tecums for department records; consults with the City Attorney or District Attorney as needed; conduct appropriate research to determine authority to release or deny request for records.
- Monitors and orders as necessary report forms, general office supplies, custodial supplies and intoxilyzer area supplies.

- Creates user identifications and determines security level for all police personnel for access to various law enforcement databases; trains staff on use and security of assigned systems.
- Develops procedures and forms to facilitate new requirements as needed.
- Prepares statistical information/reports.
- In addition to supervisory responsibilities, performs the full range of police records clerk duties, as necessary.
- Maintain training records for all personnel authorized to access LEADS/NCIC/DMV files; maintain re-certification of personnel as required by LEADS/NCIC policy.

**JOB SPECIFICATIONS:**

Minimum of six (6) years of law enforcement background, having performed all functions of Police Support Specialist or comparable amount of college coursework in a management or law enforcement program at an accredited college or university. Two (2) years' experience in a public safety agency in records or support services. Four (4) years of supervisory experience. Any equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the essential functions and responsibilities of the position.

**Necessary Knowledge, Skills and Abilities:**

- Law enforcement records management program.
- Principles and practices of police records retention, dissemination, and disposition.
- Methods and techniques of record keeping.
- Applicable laws governing the retention and dissemination of police reports and records.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of Uniform Crime Reporting.
- Basic principles and practices of municipal budget preparation and administration.
- Business writing and basic report preparation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Coordinate and direct the day-to-day activities of the Records Division.
- Supervise, organize, and review the work of assigned staff.
- Select, train, and evaluate staff.
- Recommend and implement goals, objectives, policies, and procedures for providing police records service.
- Understand the organization and operation of the city and of outside agencies as necessary to assume assigned responsibilities.
- Understand, implement, and apply general and specific administrative and departmental policies and procedures as well as applicable Federal, State, and local policies, laws and regulations.
- Apply applicable codes and regulations to records management.
- Participate in preparation and administration of assigned budget.



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- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the city to the outside individuals and agencies to accomplish the goals and objectives of the unit.
- Work cooperatively with other departments, city officials and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, city staff, or other agencies on sensitive issues in the area of responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Special Requirements/Licenses:**

- Possession of or required to obtain a valid Oregon driver's license within thirty (30) days of hire. Must have a safe driving record.
- Must be able to pass the department's security clearance standards, including Reference check, Criminal History check and satisfactory driving record (if required for the position).

### **SUPERVISION RECEIVED:**

Works under the direction of the Police Chief.

### **SUPERVISORY RESPONSIBILITIES:**

Supervises department staff which includes oversight and final authority for assigning, reviewing and evaluating work performance.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Frequently required to sit and talk or listen.
- Required to walk up and down stairs or sit long periods of time and must have the hearing and speaking ability to conduct formal presentations.
- Over 50% of the work period involves the ability to reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls and must have sufficient hand eye coordination to operate common business equipment.
- Occasionally lift and/or move up to 25 pounds. Reaching, bending, stretching and handling objects as required to file.
- Specific vision abilities required by this job includes close vision and the ability to adjust focus.



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**TOOLS AND EQUIPMENT USED:**

- General office computer/equipment including, but not limited to, keyboard, computer software, 10-key calculator, document scanning program, copier, fax machine, calculator, and telephone.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting in well-lighted, temperature-controlled office environment.
- The noise level in the work environment is usually quiet with frequent interruptions. Customer contact is high. These interactions may reach moderate noise levels.

*This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.*

**Ernie Roberts**  
Police Chief

Adopted:  
Revised: 04/14/2016, 12/18/2017, 8/2020, 6/2023

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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**Employee**

**Date**