

POLICE SERVICES SUPERVISOR

DEFINITION

Under general direction, directs and supervises departmental activities related to police records, communications, data processing operations, evidence and property control; and performs related duties as required.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential job functions for this class.

1. Supervises, directs, and evaluates the work of assigned personnel including property and evidence officer, records clerks, emergency service dispatchers, community service officers and civilian volunteers working rotating shifts (seven days per week, 24 hours per day); prepares weekly duty schedules; approves vacation requests and overtime assignments; conducts briefings; schedules and trains assigned personnel; and maintains discipline and assures that departmental rules, regulations and procedures are followed.
2. Oversees the department's computer support functions; ensures accuracy and timeliness of reports; brings new modules on-line; coordinates maintenance of computer equipment, software and telephones; and arranges for special servicing as needed.
3. Reviews a variety of written reports for accuracy including reports for California Bureau of Criminal Statistics, Uniform Crime Reports, incidents reports, arrest reports, etc.; routes police administrative reports to appropriate divisions for processing; and may act as custodian of departmental records when records are subpoenaed for court or an appropriate tribunal.
4. Assists in the formulation for departmental and divisional policies; and prepares unit activity reports.
5. Provides information to assigned personnel relevant to recent court case developments affecting law enforcement activities; and interprets Federal, State, and local laws, codes and ordinances.
6. Acts as an information source to the public on police related matters.
7. Represents and supports the policies and procedures established by the City Council, City Manager, Department Heads, and Division Chiefs.

EMPLOYMENT STANDARDS

Education and/or Experience

Graduation from an accredited college with a Bachelor's degree in business or related field and four year of office or general administrative experience including supervisory experience or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Principles, practices, techniques and policies related to police office management, records, computer support, communications, and evidence/property control; criminal law as it relates to felony/misdemeanor offenders; and supervisory techniques and methods.

Ability to:

Resolve conflicts and complaints between individuals, units and/or organizations; directs and evaluates the work of others; interpret and apply laws and regulations; analyze stressful situations and adopt appropriate alternatives of action; promote service orientation with concern for the service consumer; project a professional appearance and demeanor; collect, interpret, and analyze data; prepare written reports; suggest procedural or work method improvements; establish and maintain effective working relationships with superiors, peers, subordinates, and the general public; communicate effectively, both verbally and in writing; and analyze and resolve situations within established policy.

Special Requirements

Possession of or ability to obtain a valid California Driver's License.

Possess ability to pass an extensive background investigation.

Physical Demands

Strength, dexterity, coordination and vision to occasionally use a keyboard and computer. Occasional lifting of objects weighing up to 25 lbs. such as, files, stacks of paper, reference and other materials. Moving from place to place within an office; and some reaching for items above and below desk level.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. A computer is used on an occasional basis. Periodic contact with angry and upset individuals. Evening and weekend work may be required.

Date Adopted: August 6, 1996

Date Revised: March 17, 2014