



## **POLICE SUPPORT SERVICES SUPERVISOR**

FC: PD138  
PG: Police Services Supervisor

PC: 836  
BU: 26  
Created: August 2002  
Revised: January 11, 2005

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under direction, plans, organizes and provides supervision and training to assigned staff involved in police records management and other police support activities within the Police Department, including, but not limited to: records management, payroll, budget analysis, accounts payable and receivable and related police support services. May be required to handle other supervisory duties within the Police Department; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This police civilian class is the first supervisory level over sworn and civilian police personnel who have been assigned police support services and programs within the Police Department. Incumbents are responsible for providing supervisory review and training to the support staff. Incumbents are expected to exercise considerable latitude and independent judgment in the day-to-day conduct of the work. This class is distinguished from other civilian police classifications in that the former has specific responsibility for the District's Police Department support services and programs.

### **REPORTS TO**

This position reports to the Police Chief or Commander-level officer.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Plans, organizes, and coordinates the activities of support staff involved in the maintenance and control of records, payroll, budget, accounts payable and receivable, administration files and related police support functions.

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2. Provides interpretation for laws and regulations related to records security and access.
3. Formulates policies; reviews and implements departmental goals, objectives, policies, operational procedures and work standards.
4. As department budget coordinator, monitors budget expenditures and other fiscal responsibilities of the assigned sections; determines needed resources and assists in the development and monitoring of the annual budget.
5. Selects assigned staff and provides for their training and development.
6. Reviews and evaluates the work performed and administers and documents disciplinary actions as required; approves leave requests and adjusts schedules to ensure adequate coverage.
7. Assists in maintaining high morale and productivity of assigned staff.
8. Interprets police records and other police policies and procedures to the public.
9. Prepares a variety of periodic and special reports related to police support programs and activities.
10. Prepares reports related to activities of the section; provides written and oral presentations to Department staff, District staff and the District Board of Directors.
11. Provides administrative and technical assistance to police managers and other departments within and outside the District.
12. Attends and participates in group and committee meetings.
13. Serves as liaison for the Police Department with other divisions, departments and outside agencies.
14. Responds to inquiries from other agencies and the public regarding work activities and procedures.

## **QUALIFICATIONS**

**Knowledge of:**

Principles, practices, methods and techniques related to the maintenance and security of police and judicial records.

Supervisory principles and methods, including work planning, assignment coordination, training, motivation, and discipline.

Basic business computer user applications such as MS Word, Excel, PowerPoint, Word and Lotus Notes in order to update, retrieve and prepare computerized records and reports.

Basic mathematics skills.

Maintenance and security of confidential records and files in compliance with legal and Peace Officer Standards and Training requirements and Public Records Act.

Criminal court proceedings relating to subpoenas, restraining orders, and subpoenas duces tecums.

**Skill in:**

Planning, assigning, directing and reviewing the work of support staff.

Selecting, training, motivating and evaluating assigned staff.

Setting, implementing and interpreting goals, objectives, work rules, policies, procedures and work standards.

Analyzing problems, evaluating alternatives and making sound and viable recommendations, including corrective action.

Ensuring the accurate maintenance, confidentiality, and control of confidential police records and related support services records.

Preparing, coordinating, administering and monitoring capital and operating budgets.

Preparing clear and concise reports and other written materials.

Communicating clearly and concisely, both orally and in writing.

Exercising sound independent judgment within established general policy guidelines.

Establishing and maintaining effective working relationships with those contacted in the course of duty.

**MINIMUM QUALIFICATIONS**

**Education:**

Possession of a high school diploma, GED or recognized equivalent.

**Experience:**

Four (4) years of (full-time equivalent) verifiable law enforcement office or administrative experience which must have included at least two (2) years of

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experience in records administration and control. Supervisory or training experience is preferred.

**Other Requirements:**

Must possess a valid California driver's license and satisfactory driving record. Must be able to work various shifts, weekends, holidays, and overtime.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

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