Police Records Support-Analyst

DEFINITION:

Under general supervision, represents the department in assigned public safety consortium meetings or equivalent regional body to manage, coordinate training and implementation, and generally assist department staff with the effective use of the public safety computer aided dispatch (CAD), record management systems (RMS) or mobile data computers (MDCs). This class is responsible for NIBRS administration and reporting, DOJ reporting, RIPA reporting, as well as other required state and federal data reporting, as directed. Collaborates with the City Clerk on complex Public Records Requests and assists Dispatchers/Clerks with discovery requests, records processing, citation procession and alarm permits.

This class requires a high level of proficiency in the CAD/RMS system to be able to design the requested reports and produce the requested data to support department or City needs, including providing crime or other police statistics for the annual police reports and monthly summaries. Administration of emergency communications for the department. Assists in the training of less experienced personnel; performs a variety of clerical and technical duties in support of the Department's operations; learns applicable policies, procedures, and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Police Records Support-Analyst** is a journey level class in which incumbents are expected to independently perform the full scope of assigned records, crime statistician and data reporting duties. Incumbents are responsible for performing the full range of duties with minimum supervision and apply sound judgment. This classification is distinguished from the Dispatcher/Clerk classification in that the latter performs duties regular police dispatching and routine records activities.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Lieutenant and/or Chief. This class is not a dispatch supervisory position; Incumbents in this class do not routinely exercise supervision of police personnel but may assist in the training of less experienced personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Retrieves, compiles and analyzes data from various technical automated law enforcement information systems, including the computer aided dispatch system (CAD), Record Management System (RMS), and other police data systems.

- Responsible for managing Police Department record retention, including following the established City record retention policy, as well as State and Federal law, to destroy both physical and electronic police records that have exceeded their retention period.

- Represents the department in assigned public safety consortium meetings or equivalent regional body to manage, coordinate training and implementation, and generally assist department staff with the effective use of the public safety computer aided dispatch (CAD), record management systems (RMS) or mobile data computers (MDCs).

- Designs custom reports and produces the requested data to support department or City needs, including providing crime or other police statistics for the annual police reports and monthly summaries.

- Administration of emergency communications for the department.

- Responsible for NIBRS administration and reporting, DOJ reporting, RIPA reporting, as well as other required state and federal data reporting, as directed.

- Assists citizens with complaints, reports, and requests in person and over the phone; receives fees for reports, repossessions, fingerprints, and vehicle storage.

- Prepares and processes reports to the District Attorney; processes and prepares traffic citations; sends out traffic/loss verification reports.

- Perform a variety of complex and large record duties, including collaboration with the City Clerk to respond to complex public record requests, subpoenas and discovery requests.

- Performs records processing, citations processing and processes alarm permits.

- Establishes positive working relationships with representatives of community organizations, state/ local agencies and associations, City management and staff, and the public.

- Performs and executes other duties as assigned.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

> **Knowledge of:** Customizing reports from large databases, displaying and analyzing data to produce meaningful results; Police office administrative practices and procedures; methods of providing excellent internal and public services and information; principles and practices of police records; basic principles of mathematics; applicable federal, state and local laws, codes, and regulations, including the California Penal Code, Government Code, and Vehicle Code; standard office procedures, practices, and equipment; modern office practices, methods, and equipment; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

> **Ability to:** Perform a variety of complex work with speed and accuracy; operate and master specialized law enforcement information systems to produce meaningful reports; perform a variety of clerical and record keeping work; perform mathematical calculations quickly and accurately; read, interpret, and organize data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

> **Skill to:** Effectively operate and design custom reports for specialized law enforcement information systems or similar large database systems.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience: Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Police Records Support-Analyst**. A typical way of obtaining the required qualifications is to possess two years of work experience designing custom reports for large database systems and record keeping, and a high school diploma or equivalent. Experience with law enforcement dispatching and the operation of law enforcement radio equipment and CAD systems are highly desirable.

License/Certificate: Possession of, or ability to obtain a valid Class C California driver's license. Experienced or lateral crime analysts preferred. Must be able to pass DOJ background for work at a police agency. Possession of a California Public Safety Dispatcher's Basic Course certificate or experience as a dispatcher for a law enforcement agency is desired.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in retrieving and entering data using a computer keyboard. Additionally, the position requires near and far vision in reading work related documents and using the computer, and acute hearing is required when providing phone, dispatch, and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requesting such accommodations.

FLSA: NON-EXEMPT