

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

POLICE INFORMATION AND ANALYSIS SUPERVISOR

DEFINITION

Under general direction of a Police Command Officer, supervises the Police Department Records Division and the Crime Analysis Section; conducts staff studies and research projects; participates as a member of the police department's management team in overall departmental planning, research and work coordination; provides technical staff assistance, monitors and maintains the Police Department Records Management Systems; and perform other duties as assigned. The incumbent in this position works independently under broad guidelines.

EXAMPLES OF DUTIES

Coordinate with the Department of Justice on the dissemination of Criminal Offender Record Information and mandated audits. Ensure compliance with federal, state, and local statistical requirements of crimes, arrests, and accident reports. Develop, implement, and modify clerical and informational systems and procedures to improve operations and ensure compliance with new and existing laws. Maintain records and archives and storage of records and supplies. Supervise the Records Division clerks in work scheduling, dissemination of information, and general office work scheduling as required, including direction and personnel evaluation. Supervise maintenance of sufficient quantity of forms used by department personnel. Research, collect data, and prepare a variety of comprehensive statistical and written reports as required. Supervise processing and maintenance of police reports. Receive and process Subpoenas Duces Tecum. Supervise maintenance of warrants and collection of report fees. Develop, prepare, and maintain reporting procedures. Transcribe confidential internal investigations. Perform as a back up to the Crime Analyst position. Oversee the development and maintenance of the Department's web site. Provide training to various departmental personnel concerning law enforcement technology systems.

MINIMUM QUALIFICATIONS

Knowledge of: Principles and practices of modern police work and the laws, regulations, and policies relating to the operation of a police department; codes, regulations and laws governing records management; principles of office management, supervision, training, and evaluation; modern office procedures, techniques, and equipment including principles of record keeping and automated information systems; research techniques, statistical methods, and completion and presentation of special projects and research reports.

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Ability to: deal effectively with employees and the general public; exercise sound judgment, and appropriately manage and lead; assign, plan, manage, supervise, and review the work of subordinate staff; research, analyze data and prepare accurate and comprehensive reports; communicate effectively orally and in writing; understand the organization and operation of the City and of outside agencies; work independently in identifying the need for and development of proposed changes to operating practices, programs, and policies; interpret laws, regulations, and procedures related to records maintenance and crime analysis; complete assigned tasks in a timely and effective manner, interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Four years in police records management with at least two of the four years in a supervisory capacity.

Education: Graduation from high school or equivalent; possession of POST Records Supervisor Certificate desirable. A baccalaureate degree from a college or university is desirable.

Applicants for this position must submit to a complete background investigation.

R:02/2007