CITY OF HAYWARD

POLICE SUPPORT SERVICES MANAGER

DEFINITION

To manage, administer and supervise activities of the records, jail, property and evidence control, identification, facility maintenance and custodial services of the Police Department.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Administrative Division Commander.

Provides direct and indirect supervision to assigned personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Develop, administer and maintain the records, identification, property/evidence control and jail functions.

2. Coordinate maintenance of the police building with appropriate City departments and contractors.

3. Interpret laws and regulations related to record security and public access.

4. Formulate, coordinate and implement policies and procedures within areas of responsibility.

5. Prepare and present a variety of comprehensive reports as required.

6. Prepare and administer budget for the support services function.

7. Administer Training for Corrections (STC).

8. Coordinate federal, state and county information systems such as Consolidated Criminal Records (CCR), National Crime Information Center (NCIC), Police Information Network (PIN).

9. Select, supervise, train and evaluate employees.

QUALIFICATIONS

Knowledge, Abilities, and Skills

A. Knowledge of principles of records management, identification, jail operations and property control.

B. Knowledge of codes, regulations, and laws relating to areas of responsibility.

C. Knowledge of principles of supervision and employee development.

D. Knowledge of principles and practices of organization, budget and personnel management.

E. Ability to plan, organize and supervise the work of others in areas of responsibility.

F. Ability to read and interpret laws, rules and regulations relating to records management.

G. Ability to develop and implement complex systems and procedures.

H. Ability to supervise and train subordinate staff.

I. Ability to communicate clearly and concisely, orally and in writing.

J. Ability to develop and administer effective budgets and control methods.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:
Four years of experience in records management with at least two years in a superviory capacity. Experience in jail operations and evidence security and control desirable.

Education:
Equivalent to a Bachelor's degree in Administration of Justice, Business or Public Administration or a related field.

PROBATIONARY PERIOD: One year
782CS89
April 1990
Revised November 1990
AAP GROUP: 2
FPPC STATUS: Designated
FLSA STATUS: Exempt
YP:ns