

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Police Records Coordinator

Department: Police

Location: District Police

Date: 10/9/2019

POSITION PURPOSE

Under the direction of the Chief of Police, the Police Records Coordinator performs general office management duties and provides coordination and direction to the operations of the District Police Department's records and property/evidence management. Participate in performing complex analysis and reporting to District and outside Law Enforcement agencies. Administers various law enforcement information systems, processing and keeping records for uniformed personnel, and property/evidence management; supporting crime prevention measures.

KEY DUTIES AND RESPONSIBILITIES:

1. Assure the functioning of the District Police Department's records and property/evidence divisions; assure that departmental regulations, as well as State and Federal laws and policies are followed.
2. Coordinate and oversee Automated Records Management System (ARMS) Case Management computer system for Police Records, track and analyze all reports for District Police from Computer Aided Dispatch (CAD) database, train Officer and Dispatch personnel in the use of ARMS and CAD systems.
3. Maintain the integrity of Evidence Chain of Custody by assuming Evidence Administrator responsibilities; process in-coming evidence, found property and safekeeping, route evidence to the Crime Lab as necessary, prepare evidence for court appearances, purge evidence in compliance with applicable laws and policies, train and direct Officer and non-sworn personnel with in-coming evidence procedures.
4. Obtain Criminal History and generate PFN and CEN numbers to ready arrestees for prosecution and complete informal bookings.
5. Oversee Department compliance for the preparation and submission of mandated criminal statistical data to the State Department of Justice (DOJ); ensures reports to District Attorney's (DA) Office, citations to traffic court, and documentation to other law enforcement agencies are submitted in a timely manner.
6. Act as designated Administrator for ensuring security and integrity in the use of confidential law enforcement communications systems such as CLETS, CJIC and CAD; conducts audits of systems use by Department personnel as prescribed by law.
7. Attend City, County and State meetings related to the use, developments and security of the above- mentioned law enforcement systems as they pertain to the Department's use and compliance.
8. Establish, maintain and update records and files related to campus police operations and inventory including budgetary, financial records, purchase orders, and mandated staff certification and re-certification. Maintain confidential files and records of a police nature at the direction of the Chief of Police.
9. Assist officers with making the campus community aware of the dangers and possible solutions as they pertain to avoiding crime such as assaults and robberies, and other student right-to-know information by supplying up to date crime statistics.

10. Generate quarterly crime statistics reports to assist the department in taking appropriate crime prevention measures.
11. Perform fingerprinting for District employees and the public for employment purposes in conjunction with Livescan protocols.
12. Collect and process fingerprint fees from the public, and balance daily funds which have been received.
13. Perform other duties related to the job classification.

EMPLOYMENT STANDARD

Knowledge of:

1. Office procedures, methods, and equipment including personal computer usage and word processing applications, a variety of other office machines, filing systems and information systems used in the District and in law enforcement.
2. English grammar, spelling, and punctuation to prepare documents suitable for presentation to courts and attorneys.
3. Sufficient arithmetic skills to add, subtract, divide, and calculate ratios and percentages.
4. Regulations and laws regarding records release and retention, evidence retention, destruction and release, property and evidence management, subpoena control, and others related to assigned activities.
5. Interpersonal skills using tact, patience and courtesy to convey legal and procedural information to others, to diffuse confrontations or hostile situations, and deal effectively with staff, students, and the public.
6. Federal, State and municipal laws especially pertaining to evidentiary statutes; District rules and regulations.
7. Department of Justice Uniform Crime Reports and Livescan fingerprint legal compliance.
8. General police terminology and codes.
9. Principles of training and providing work direction.

Skills and Ability to:

1. Carry out all of the functions of the position with limited supervision.
2. Prioritize work to consider the acuity of the situation.
3. Remain calm in emergencies, diffuse hostile situations, and handle sensitive situations with tact and diplomacy.
4. Support and assist in the direction of Police Services to assure a safe environment for staff, students and the public.
5. Communicate effectively both orally and in writing.
6. Establish and maintain cooperative and effective working relationships with others.

7. Maintain records and prepare reports.
8. Operate various office and police equipment and information systems.
9. Coordinate police functions with other departments.
10. Apply and explain policies, procedures, rules and regulations.
11. Complete work with many interruptions.

Experience and Education:

1. Associate's degree or equivalent.
2. College-level coursework in Police science or related field, preferred.
3. Three years of experience in police records management, dispatch or related experience.
4. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the individuals we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

License and Certificate:

1. A valid California Driver's License.
2. Successful completion of specific POST, CLETS, and CJIC certificates.
3. Able to complete a POST Records Clerk Course within 1 year from the date of employment; able to complete a POST Records Supervisor Course within 2 years from the date of employment.

WORKINGS CONDITIONS

1. Typical office environment.

Board Approved: 6/12/2012, 10/8/19 (title change and add finger print duty)
Salary Range: 95 (change from 86)
EEO Category: 2B3-Technical/Paraprofessional