



## City of Lake Oswego, Oregon

### Job Description

#### **POLICE RECORDS LEAD**

**FLSA Status: Non-exempt**

**Union Representation: LOMEA**

**Salary Grade: 166**

**Job Code: 1068**

#### **Class Summary**

Under general direction the principal function of the Police Records Lead is to focus on professional support for Public Safety personnel, other City departments, law enforcement agencies, attorneys, governmental agencies and the general public involving activities requiring records coordination, management and administration of police records. As assigned, the Police Records Lead may conduct research and development; oversee the maintenance of Police records process; provide advice and consultation with command staff; research Police operational issues; prepare budgets and recommendations; and provide other divisional support. They will ensure that functions meet all applicable laws, regulations, and City policies; provides professional assistance to departmental management staff in areas of expertise; and other duties as assigned.

#### **Essential Duties and Responsibilities**

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. May supervise lower level administrative/clerical staff, including priority setting, performance evaluation, recruitment, hiring, and discipline. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; develop work/training plans.
2. Evaluate operations and activities of the RegJIN records management systems: recommend and implement improvements and modifications; prepare various reports on operations and activities.
3. May act as the Lake Oswego Police Records representative for RegJIN sustainment committee. May attend meetings, help compile and communicate information to RegJIN users and participate in work groups. May participate in Records RegJIN conference calls, training and meetings. Report crime data to State and Federal agencies. Communicate with RegJIN administrators to correct reporting errors or issues.
4. May serve as; the custodian of criminal and department records including access, retention and maintenance; appear in court and testify as the custodian of department records; respond to subpoenas for all records; and, ensure compliance with applicable state and federal records and public laws and regulations. Processes all court-ordered sealing of adult criminal records and expungement of juvenile records; oversees and implements archiving of records.

5. Write, recommend and review current policies, practices and protocols to ensure compliance with records management rules, regulations and procedures, and of Public Records Law; interpret and explain applicable policies and procedures to the public, other city departments, other outside agencies and department personnel.
6. May participate in budget preparation including annual forecast and revenue generating budgets. Administer budget. Research and prepare cost estimates for budget recommendations; submit justifications for personnel, equipment and material and services requests; monitor and control expenditures.
7. May act as Law Enforcement Data System (LEDS) representative for the Lake Oswego Police Department to the state; coordinate LEDS re-certification process and provide training; may act as WebLEDS administrator for the City of Lake Oswego; participate in audits. Ensure compliance with regulations and laws. May enter and maintain LEDS/NCIC training records and primary contact for audits and compliance with LEDS/NCIC.
8. Plan and direct the collection of fees for services, including tow fees, subpoena production and public records request fees for the Records Unit and the Lake Oswego Police Department; make recommendations regarding department-wide and Records Unit fee schedule.
9. Administers and oversees the alarm program for the city; to include collection of fees, writing of reports, issuing citations and issuing of alarm permits.
10. Provide information and customer service to the public, coordinate the resolution of complaints, interpret policies and procedures; research information, prepare and provide crime statistics, authorize the release of police and accident reports; respond to civil subpoena services.
11. Establish and maintain effective working relationships with other law enforcement/public safety agencies on a local, state and national level, private companies and providers, other agencies, other city departments and the general public.
12. Administer and oversee the training of new records staff. Recommend additional training as needed and recommend retention or termination.
13. Reviews and monitors data entry to the Records Management System by Police staff.
14. Performs other duties of a similar nature or level.

## **Minimum Qualifications**

### **Knowledge of:**

- English grammar, spelling, and usage.
- Word processing, spreadsheet, database, presentation, and graphic design and editing software.
- Bookkeeping/accounting methods and practices.
- Practices and principles of public/business decision-making.
- Strategic planning methods with an emphasis on services related to office management.
- Public purchasing and contracting laws and regulations.
- Open meeting laws and requirements.
- Records management theories, methods, principles, and practices.
- Personal computers and related software applications.

### **Skills and Abilities to:**

- Supervision and/or team leadership skills.
- Perform accurate filing and record keeping.
- Organize work and to achieve maximum efficiency.
- Perform conceptual analysis and policy/program development and implementation.
- Manage the operations and budget of a section or entire department.
- Manage multiple programs or projects.

- Establish and maintain effective working relationships with others.
- Develop reports that may include technical information and make presentations of this information.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a High School diploma or G.E.D and three years of police records or records management experience or related field; or an equivalent combination of training and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing and Other Requirements:**

Some positions in this classification may be required to possess a valid driver’s license and ability to meet the City’s driving standards.

**Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director** **Date**

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**Human Resources Director** **Date**

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**Employee** **Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*