

CITY OF LINCOLN

POLICE RECORDS SUPERVISOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Under general direction, plans, organizes, coordinates, and supervises the activities and operations of the Police Department Records Unit; assigns, supervises, trains, and evaluates assigned personnel; develops and implements records unit procedures and work standards; performs and oversees complex, technical, and confidential work involving the receipt, maintenance, security, retention, dissemination, and release of law enforcement records; serves as the department's designated custodian of police records as assigned; ensures compliance with applicable federal, state, and local laws, regulations, court orders, and department policies; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory-level classification in the Police Records series. Incumbents are responsible for planning, organizing, assigning, supervising, and reviewing the work of staff engaged in police records functions and for overseeing the day-to-day operations of the Records Unit. This classification is distinguished from lead or senior-level records classifications by its ongoing responsibility for personnel supervision, work planning, evaluation, training, compliance oversight, and administration of unit procedures.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from a Police Captain, Lieutenant, or designee.

Exercises direct supervision over assigned records staff and may exercise indirect supervision over temporary staff and/or volunteers, as assigned.

ESSENTIAL FUNCTIONS

The City reserves the right to add, modify, change, or rescind work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Duties and responsibilities include, but are not limited to the following:

- Plans, organizes, assigns, supervises, and reviews the work of assigned records staff engaged in police records intake, processing, indexing, filing, imaging, dissemination, retention, and release.
- Establishes, implements, and monitors unit priorities, workflows, procedures, and work standards to ensure timely service delivery, legal compliance, and accuracy of records.

- Recommends and assists in the development and implementation of unit goals, objectives, policies, and procedures.
- Reviews work methods, procedures, and service levels and recommends operational improvements.
- Participates in the selection of staff; coordinates and/or provides training; completes performance evaluations; and counsels employees.
- Maintains the security and confidentiality of police records and ensures compliance with laws, regulations, court orders, and department policies governing the retention, dissemination, and release of law enforcement records and restricted information, including appropriate handling of confidential or sealed records.
- Oversees and coordinates responses to subpoenas, court orders, and other legal demands for records; reviews records for completeness, lawful release, and applicable redactions.
- Coordinates responses to public, legal, and interagency requests for police records and information consistent with City policy and applicable law.
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- Develops and implements methods and procedures for effective records management, including internal controls and processes for records retention, sealing, purging, and authorized destruction ; ensures compliance with local, state, and federal requirements.
- Ensures compliance with applicable records retention schedules and legal requirements; oversees purging and preparation of documents for authorized destruction.
- Oversees record-keeping systems and proper classification, indexing, and maintenance of police reports and related records; ensures data integrity, consistency and quality control.
- Prepares, reviews, and coordinates accurate and timely statistical, operational, and mandated reports (including DOJ-mandated reporting where applicable) and assists with or responds to records-related audits, inspections, and inquiries.
- Provides or coordinates training and compliance support related to access to and use of CLETS (California Law Enforcement Telecommunications System), and associated records requirements in accordance with applicable laws, regulations and department policy.
- Operates, maintains, and provides functional support related to records-unit hardware/software; tests and implements software updates and new programs as assigned.
- Responds to complex citizen, attorney, and interagency inquiries; researches issues and recommends appropriate action or resolution as needed.

- Coordinates and cooperates with other City departments and outside agencies to provide information or assistance as needed.
- May testify in court regarding police records, processes, and/or authenticity of records, as required.
- Performs related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Physical Demands

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.
- Work is primarily sedentary with intermittent standing/walking; requires finger dexterity for keyboarding and operating office equipment; occasional bending/stooping/reaching; occasional lifting/carrying of files and records generally up to approximately 20 pounds.

Mental Demands

- Must maintain concentration and accuracy amid frequent interruptions; interpret and apply rules and legal requirements; exercise sound judgment and discretion; and manage multiple priorities and deadlines.

Environmental Conditions / Working Conditions

- Work is performed in an office environment with regular contact with staff, the public, including occasionally upset individuals, and criminal justice partners. Incumbents may be exposed to sensitive or disturbing information
- May be required to work evenings, weekends, holidays, or after-hours on-call based on operational needs.
- Must successfully complete a thorough background investigation.

QUALIFICATIONS

Education and/or Experience

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Police Records Supervisor. A typical way of obtaining the required qualifications is:

- Equivalent to graduation from high school; **AND**
- Five (5) years of increasingly responsible full-time experience in law enforcement records functions, including at least one (1) year in a lead or supervisory capacity.

License/Certificate

- Possession of or ability to obtain a valid Class C California driver's license.
- **POST Basic Records Certificate** within twelve (12) months of appointment.
- **POST Records Supervisor Course/Certificate** within twelve (12) months of appointment.
- **Public Records Act course** within twelve (12) months of appointment.
- Additional compliance/training certifications as required by the Department/DOJ.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of law enforcement records management, including confidentiality, dissemination restrictions, quality control, and records security.
- Operations, services, and activities of a Police Records Unit.
- Applicable federal, state, and local laws, regulations, court orders and policies affecting police records, including the California Public Records Act, and related information systems.
- Records retention, sealing, purging and authorized destruction practices.
- Computer systems and criminal justice information systems, including CLETS/NCIC concepts as applicable to assigned duties.
- Principles and practices of supervision, training, performance evaluation, coaching and basic discipline.
- Modern office procedures, methods, and equipment, including standard business software.
- Methods of researching, compiling, analyzing, and maintaining technical and statistical records and reports.

Skill to:

- Effectively use records-related software and standard business applications to compile, audit, retrieve, and maintain information and to produce accurate reports and correspondence.

Ability to:

- Plan, organize, supervise, train, and evaluate assigned staff and ensure work is performed effectively and in compliance with applicable laws, regulations, and policies.
- Interpret, explain, and apply records unit policies and applicable laws to routine and complex records requests, subpoenas, court orders, and disclosure decisions.
- Maintain confidentiality and exercise tact, discretion, and independent judgment within general policy and legal guidelines.
- Independently organize and prioritize multiple tasks and meet critical deadlines in a high-interruption environment.
- Communicate clearly and concisely, orally and in writing, using appropriate English grammar and syntax.
- Establish and maintain effective working relationships with staff, law enforcement agencies, courts, attorneys, other public agencies, and the public.

FLSA: Nonexempt

Employee Group: Lincoln Police and Fire Mid-Management Group

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