



The Fremont Police Department is hiring!

POLICE RECORDS SUPERVISOR

ROBERT WASSERMAN
FREMONT POLICE CENTER

Recruitment Timeline

First review of applications:

January 12, 2024,
12:00 p.m. (Noon) PT

Interested applicants are encouraged to apply as soon as possible.

Selection Process:

Date(s) to be determined when a viable number of qualified candidates is reached.

Compensation & Benefits

Annual Salary Range:
\$85,505 - \$103,932

A summary of benefits can be viewed online:
[Benefits Summary](#)

[Apply Here!](#)

This position is represented by the City of Fremont Employee Association (CFEA) Bargaining Unit.



The Position

The City of Fremont Police Department values dedication, integrity, professionalism and Community Partnership. The Department is dedicated to investing in its sworn and professional employees, thus creating a culture of continuous improvement in their practices, policies and technology used. As a key member of the department, the Police Records Supervisor oversees the daily operations of the Police Records Unit. The incumbent will process information for National Incident Based Reporting System (NIBRS) to the Department of Justice (DOJ) and oversee maintenance of all police records.

Job Responsibilities

- Recommends and assists in the implementation of goals and objectives.
- Implements policies and procedures.
- Evaluates operations and activities of assigned responsibilities.
- Recommends improvements and modifications.
- Prepares various reports on operations and activities.
- Participates in the selection of staff.
- Plans, prioritizes, assigns, supervises and reviews the work of staff involved in Police records, including preparing work schedules, maintaining attendance records, approving leave and evaluating staff.
- Trains Department staff in work procedure and in the use and capabilities of various computer database systems.
- Works with employees to correct deficiencies.
- Implements discipline procedures.
- Prepares and completes statistical reports to D.O.J.
- Ensures confidentiality of information is maintained according to applicable laws, rules, regulations and administrative orders.
- Seals and purges Adult records in compliance with court orders and State statutes.
- Compiles and prepares crime statistics reports.
- Conducts periodic quality control of document input and ensure procedures are followed.
- Answers questions and provides information to the public, visitors, outside agencies and staff.
- Investigates complaints and recommends corrective action as necessary to resolve complaints.
- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Performs police records specialist duties as needed.
- May be assigned special projects such as writing procedural directives, conducting training including NCIC/CLETS, orientation for new police officers and sergeants and other specialized subjects.
- [To view a complete list of essential functions, please view the class specification](#)



Human Resources Department
3300 Capitol Avenue, Bldg. B
(510) 494-4660 | humanresources@fremont.gov
<https://www.fremont.gov/government/departments/human-resources>

Education and Experience

Any combination of education and/or experience that has provided the knowledge and skills necessary to satisfactory job performance would be qualifying. A typical qualifying background would include:

- **Education:** Completion of the twelfth grade or equivalent.
- **Experience:** Four (4) years of police records experience including lead responsibility.
- **Licenses/Certificates/Special Requirements:** Possession of, or ability to obtain by time of appointment, a valid California driver's license may be required. Must successfully pass a detailed background investigation (to include a polygraph exam). Must be able to work a variety of shifts and holidays.

The Ideal Candidate

The selected candidate will possess advanced level knowledge of procedures and protocols used in police records policies. In addition, the selected candidate will thrive in a team environment that encourages cooperation and communication. The successful candidate will possess strong written and oral communication abilities and the ability to demonstrate proficiency interpreting and explaining department policies and procedures. The ideal candidate will demonstrate the following knowledge, skills and abilities:

- **Knowledge of** principles of supervision, training and performance evaluations. Applicable laws, rules, and regulations relating to law enforcement records; law enforcement codes and terminology; law enforcement database applications; criminal justice system terminology and proceedings; English usage, spelling, grammar and punctuation; modern office management practices and methods; computer equipment, and computer software applicable to assignment.
- **Ability to** supervise, train and evaluate assigned staff; oversee, organize and coordinate data input and retrieval of law enforcement data; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff; review documents related to department operations; recognize and correct input errors; maintain the confidentiality of information as prescribed by law; on a continuous basis, sit at desk for long periods of time; intermittently twist and reach office equipment; write and/or use keyboard to communicate through written means; operate a variety of office equipment such as a calculator, computer and related software applicable to assignment; know and understand all aspects of the job; analyze work papers, reports and special projects; observe, identify and problem solve operational and technical policy and procedures; work independently and effectively with others in a team environment; exercise initiative; multi-task; type at a speed necessary for successful job performance; lift or carry light to moderately heavy items develop and recommend policies and procedures related to assigned operations; process upsetting or offensive information; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner; communicate clearly and concisely, both orally and in writing. Incumbents must possess the physical and mental capacity to work under the conditions described in this document and to perform the duties required by their assigned position.

Application Process

How to Apply: Candidates may apply for this position by submitting a completed City application, resume and supplemental questionnaire through the online application system (Government Jobs) at:

<https://www.governmentjobs.com/careers/fremontca>

Selection Process

The selection process may include a written/in-basket exercise, individual and/or panel interviews, polygraph examination, comprehensive background investigation, DOJ fingerprint check, medical evaluation and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

Reasonable Accommodation: Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660 or emailing humanresources@fremont.gov.

The information contained herein is subject to change and does not constitute either an expressed or implied contract. The City of Fremont is an Equal Opportunity Employer.

SUPPLEMENTAL QUESTIONNAIRE

The completion of this supplemental questionnaire is required for your application to be considered for the Police Records Supervisor position and is an integral part of the examination process. This supplemental questionnaire will be used to assess your qualifications as it relates to the Police Records Supervisor position. Your responses will be evaluated and compared to your application and will assist in determining which applicants will receive further consideration for the selection process.

When you apply online you will be required to respond to the following questions:

1. Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer "see resume" or "see application" as these are not valid answers. Select "Yes" to reflect that you have read and understand this statement.

- Yes
- No

2. What is your highest level of education?

- Did not complete high school or equivalent
- High school diploma or equivalent
- Some college
- AA degree
- Bachelor's degree
- Master's degree or higher

3. Please indicate how many years of professional experience you have performing Police Records duties (e.g. maintaining and organizing records, fast and accurate data entry, creating and proofreading correspondences, front counter responsibilities)?

- None
- Less than 1 year
- 1 year to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- 4 years or more

4. Please describe your experience in performing records management duties, including responsibility for carrying out procedures and processes related to police records. If you do not have relevant experience, enter "n/a".

5. Please indicate how many years of police records experience with lead responsibility you possess:

- None
- Less than 1 year
- 1 year to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- 4 years or more

SUPPLEMENTAL QUESTIONNAIRE (Continued)

- 6.** Please describe any formal lead or supervisory responsibility experience that you possess. Please indicate where you have gained this experience. If you do not have relevant experience, enter "n/a".
- 7.** Do you have experience using automated and computerized police recordkeeping/information access system?
- Yes
 - No
- 8.** Please describe any specialized training and/or courses you have received related to this position such as police records management, public records disclosure, or law enforcement telecommunication. Please be sure to include information related to the source of the training such as DOJ, POST, CLEARs, etc.
- 9.** Are you willing to work a variety of shifts (including evenings, nights, weekends and/or holidays)?
- Yes
 - No
- 10.** Do you currently possess a valid California driver's license?
- Yes
 - No, but I have the ability to obtain a valid California driver's license by the time of appointment.