

## **COUNTY OF SOLANO**

### **IDENTIFICATION AND RECORDS SERVICES MANAGER**

Est 8/04

#### **DEFINITION**

Under general direction plans, organizes and manages the records and warrants, and all identification programs for public safety and the community; serves as a member of the department's management/supervisory team.

#### **CLASS CHARACTERISTICS**

This is a single class position characterized by the responsibility for managing the operation of the sheriff's automated and manual identification systems and records systems for implementing the policies of the State CAL-ID system and the local and regional Remote Access Network (RAN) Boards. This position is distinguished from the Identification Supervisor in that the latter has responsibility for supervision of a unit under the direction of this position.

#### **EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

1. Manages all services, provided by staff in Property/ID, Cal-ID, Records/Warrants and Civil to the Sheriff's Office and to allied agencies, including crime scene investigation, fingerprint services, property/evidence storage, civil processing, records and warrants services.
2. Directs the operation of the Solano County Automated Fingerprint Identification System (AFIS) and related manual systems and implementing the policies, directives and guidelines of DOJ Cal-ID AFIS system and the local Remote Access Network (RAN) Board in Solano County.
3. Coordinates, reviews and monitors each Records, Civil & ID Services programs budgets and service contracts, and coordination of Division operations with other divisions within the Office of the Sheriff, other county departments and other law enforcement agencies.

4. Prepares budget, operational and statistical reports and long range plans for the various boards, and user agencies using computer word processing, spreadsheets, and graphic applications.
5. Maintains the coordination of evidence examinations and security. Serves as a liaison to the public agencies and private businesses, professional and community groups to provide information regarding the various ID programs.
6. Assures a continuing and current program for training and technical assistance for unit staff in the operation of Automated Latent Print Systems (ALPS), the Automated Fingerprint Identification System (AFIS), manual identification methodology and all other aspects of related identification work including knowledge of crime scene investigation.
7. Consults with unit supervisors regarding daily operations, staff productivity, reports, training, performance evaluations and discipline.
8. Participates as a member of the Sheriff's Office Management Team.
9. Performs other related duties as assigned

### **QUALIFICATION GUIDELINES**

#### **EDUCATION and/or EXPERIENCE**

Possession of a Bachelors degree from an accredited college or university is required

And

Four (4) years of full-time work experience in forensic identification and/or forensic sciences, including at least one year of supervisory, Senior or lead experience in the forensic area.

#### **KNOWLEDGE/SKILLS/ABILITIES**

Knowledge of budget procedures and technologies, program development and monitoring.

Knowledge of all methods of classifying, indexing, filing, and preserving identification records and evidence, including their electronic collection, transmission, storage and retrieval.

Knowledge of computer applications of word processing, spread sheets, graphics, and information and documents management systems.

Knowledge of current techniques used in the collection and comparison of fingerprints and similar types of prints and impressions.

Knowledge of recent developments, literature and sources of information relative to the identification function.

Knowledge of all aspects related to AFIS and ALPS operations, planning and procedures.

Knowledge of records, document processing procedures and legal terminology as applicable to identification systems, processing and records systems.

Ability to effectively manage, supervise and direct the work of others.

Ability to work effectively with local, regional and state policy making boards and committees.

Ability to communicate orally and in writing.

### **SPECIAL REQUIREMENTS**

Possession of, or the ability to obtain, a valid Class C California driver's license is required.

Certification as a latent print examiner by the International Association for Identification, or graduation from the FBI fingerprint classification and latent fingerprint school or the Institute of Applied Science Fingerprint Course.

### **SUPPLEMENTAL INFORMATION**

Incumbent may be required to work outside normal business hours.

Candidates for positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). May involve prolonged standing.

**Sensory Requirements:** Requires the ability to recognize and identify colors, shapes, sounds, forms, tastes or textures associated with job-related objects, materials and tasks.

**Environmental Factors:** Requires the ability to work under conditions where there is a moderate degree of exposure to environmental factors posing a risk of injury or illness. Works with a high-risk population, including those with a history of violence and mental health disorders.

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Sheriff/Coroner/Public Administrator

Date

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