



## Police Compliance Manager

Management Range: 10

Board Approved: 04/10/2025

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### SUMMARY DESCRIPTION

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Oversees federally mandated statistical tracking and reporting, including Clery Act compliance. Maintains databases and reporting systems, develops police records policies, and liaises with external agencies. Assists in policy development, provides training, and ensures regulatory compliance.

### REPRESENTATIVE DUTIES

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The following duties are typical for this classification.

1. Ensures District compliance with the Clery Act; assists in gathering, compiling, and publishing the Annual Security Report.
2. Researches, prepares statistical reports, and manages reporting systems such as CLETS, NCIC, and DOJ compliance, including audits and investigations.
3. Acts as Police Department Custodian of Records; oversees record storage, retention, and legal compliance for public record requests.
4. Manages criminal case filings with the District Attorney's Office and Superior Court, including discovery requests and subpoenas.
5. Assists with POST training reimbursements, scheduling, and compliance audits.
6. Ensures adherence to local, state, and federal laws regarding police records; oversees staff training on CLETS and confidentiality protocols.
7. Reviews police reports for accuracy and compliance, providing training as needed.
8. Oversees registration and monitoring of court-mandated registrants in coordination with probation officers.
9. Assists in managing department equipment, maintenance, and compliance.
10. Provides administrative support, liaises with internal and external stakeholders, and ensures positive relationships.
11. Oversees office functions, workflows, and process improvements.
12. Develops training schedules, coordinates meetings and training, and manages travel arrangements.
13. Assists with onboarding and certification of incoming sworn personnel.
14. Collects, analyzes, and reports statistical and financial data; oversees and maintains department budget; prepares budget recommendations and monitors expenditures.
15. Prepares Board agenda items, ensures legal compliance, and provides necessary documentation.



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16. Responds to inquiries, complaints, and public records requests.
17. Composes and maintains confidential correspondence and reports.
18. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Law enforcement operations, policies, and regulatory compliance requirements.
- Federal, state, and local laws, including the Clery Act, DOJ regulations, and Public Records Act.
- Criminal case processing, court procedures, and evidence handling.
- Law enforcement records management, retention policies, and data confidentiality.
- California Law Enforcement Telecommunications System (CLETS) and related security protocols.
- Budget management, purchasing processes, and financial reporting.
- Police training requirements, POST compliance, and certification procedures.
- Office administration, data analysis, and statistical reporting.
- Effective communication, public relations, and conflict resolution techniques.

### **Ability to:**

- Interpret and apply laws, policies, and procedures to ensure compliance.
- Oversee statistical reporting and audit processes for law enforcement programs.
- Maintain and safeguard confidential records and sensitive information.
- Train personnel on compliance, records management, and security protocols.
- Manage multiple priorities with attention to detail and accuracy.
- Prepare clear and concise reports, correspondence, and policy documents.
- Use law enforcement databases and software applications effectively.
- Work collaboratively with law enforcement agencies and institutional stakeholders.
- Communicate effectively, both verbally and in writing.

## **Education and Experience Guidelines**

### **Education/Training:**

- A Bachelor's degree in Business, Public Administration, Criminal Justice, or a related field.

### **Experience:**

- Three (3) years of experience with public safety records and/or reporting, including one (1) year in a supervisory capacity.



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### **License or Certificates:**

- Possession of or the ability to obtain within one (1) year of employment:
- POST Records Certification
- Public Records Act Certification
- CLETS Full Access User Certification
- CLETS Train the Trainer Certification
- CIBRS Certification

### **DESIRED EDUCATION/EXPERIENCE:**

Experience with or knowledge of:

- Clergy act statistical tracking, preferably in a college environment
- POST Records Management and/or POST EDI
- CIBRS

### **SPECIAL REQUIREMENTS**

1. Must be a U.S. Citizen of the United States or a permanent resident alien.
2. Appointment to this position is contingent upon satisfactory completion of a background investigation by an independent investigator including, but not limited to, investigation of a past employers, employment records, licenses, certifications, education, references, criminal and civil records, consumer credit check, medical and psychological examination. All applicants will be required to execute appropriate waivers and releases, answer questions, and be interviewed by investigator as a condition of employment.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.