

Established:	08/12/2025
Resolution	25-08-12-0777
Spec Adopted:	08/12/2025
Date to CSC:	08/21/2025
CS Status:	Classified
Unit:	Mid-Management (MB)
FLSA Status:	Exempt

City of Stockton

PROPERTY AND RECORDS MANAGER

DEFINITION

Under general direction, the Property and Records Manager plans, develops, organizes and implements the strategic goals, operations, and service objectives of the Property and Records Section; supervises assigned Section staff and serves as a member of the department's management team; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position (non-sworn) management classification in the Stockton Police Department is responsible for managing staff and activities within the Property and Records Sections and Public Records Unit of the Support Services Division. This position has extensive contact with Police managers and staff, other City employees, various public and private organizations, and the general public. General direction is provided by the Support Services Captain. Assignments allow for a high degree of administrative decision making when representing the department in meetings with other agencies, boards and commissions, and community groups.

PRINCIPAL DUTIES (Illustrative Only)

Duties may include, but are not limited to, the following:

- Directs, manages, and reviews the work of assigned staff in the Property Section, Records Section, and Public Records Section to assure operations are performed in accordance with departmental policy and procedure, applicable state and federal laws, and the Stockton Municipal Code.
- Manages, plans, organizes, and directs property and records management programs and activities.
- Selects, supervises, assigns, directs, trains, and evaluates personnel; ensures appropriate safety training for staff; coordinates the assignment of staff members who conduct hearings for the assigned Sections.
- Participates in staff selection and provides direction in professional development.
- Train staff in City, law enforcement, and records, property, and evidence policies and procedures.
- Researches, analyzes, recommends, and implements current industry best practices and technological advances as applicable to the assigned Sections.
- Represents the Department in dealings with the public and other governmental and private agencies and businesses, including presentation to City Council.
- Makes decisions on behalf of the Department in the absence of superiors in accordance with departmental policies, rules, regulations, and procedures.
- Prepares and reviews reports, correspondence, recommendations, and other types of departmental records and documentation concerning the activities of the Division.

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- Identify and recommend changes and enhancements to various records and property systems; work with vendors and personnel to implement changes.
- Interprets and applies legal regulations and administrative policies related to the maintenance, preparation, cataloging and destruction of evidence and property inventory and records, and to recordkeeping practices, including electronic records, public records, and confidentiality.
- Coordinates department's public records requests and control process.
- Develops and/or administers section budget; monitors and authorizes expenditure.
- Provides technical guidance and assists in resolving complex issues.
- Manages various analytical studies; prepares reports, correspondence and a variety of written materials.
- Remains flexible with schedule adjustments to provide supervision to overnight staff as needed.
- Represents the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Fosters an environment that embraces integrity, service, inclusion and collaboration.
- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, training, evaluation and discipline;
- Principles and practices of public administration including program management and budgeting;
- Principles, practices, systems, and techniques of law enforcement records, property, and evidence keeping;
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to records, property, and evidence fields;
- Criminal records and related law enforcement forms, documents, terminology, and procedures, including automated information systems;
- Safety procedures for the proper handling of weapons and narcotics, including the appropriate personal protective equipment;
- Standard office practices and procedures, including basic and specialized business personal computer applications and databases;
- Correct English usage, spelling, punctuation, grammar, and report writing; and
- Police Department procedures, functions, and reporting relationships.

Skill in:

- Supervising, planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff;

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- Analyzing complex technical problems, evaluating alternatives and making sound, independent judgments within established guidelines;
- Developing, implementing and interpreting goals, objectives, policies, procedures, work standards and internal controls;
- Interpreting and applying laws, regulations, policies and procedures;
- Preparing clear, concise and competent analytical and technical reports, correspondence and other written materials;
- Using computer applications and technology related to the work assigned effectively;
- Establishing and maintaining effective working relationships with those contacted in the course of the work;
- Conducting presentations before the public, City Council, boards, commissions and other bodies;
- Contributing effectively to the accomplishments of City goals, objectives and activities;
- Organizing work, setting priorities, and exercising sound, independent judgment within established guidelines;
- Understanding customers' perspective, concerns, needs and requests; and
- Remaining professional and keeping calm during hostile confrontations and encounters.

Education:

Possession of a Bachelor's degree from an accredited college or university with major course work in business or public administration, criminal justice or other law enforcement related area of study, or a closely related field.

Experience:

Five years of paid full-time experience in the field of law enforcement records, property, or evidence, including administrative and supervisory responsibility.

Substitution:

Additional supervisory experience in the field of law enforcement records, property, or evidence may substitute for the required education on a year-for-year basis.

Other Requirements:

- Possession of a valid California driver's license.
- Specialized training and/or certification may be required depending on assignment as prescribed by local, state, and/or federal law or regulation.
- As a condition of continued employment, employees assigned to specific areas may be required to obtain and maintain specific valid certifications or training as required by the Chief of Police.

Physical/Mental Abilities:

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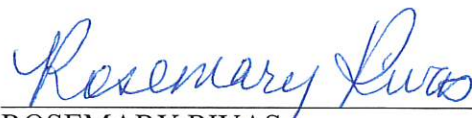
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- Mobility - Frequent sitting for long periods of time while operating a keyboard; frequent walking and bending; occasional climbing, squatting, kneeling, twisting, and crawling;
- Lifting - Occasional lifting and carrying of up to 25 pounds or less;
- Vision - Constant use of overall visual capabilities; ability to read and produce printed material and information displayed on a visual display terminal;
- Dexterity - Frequent and repetitive manipulation and motion of hands and fingers, typing and writing; occasional pushing, pulling, and reaching;
- Hearing/Talking – Continuous listening to and talking of normal speech, frequently over noise, in person, by telephone, and in group settings;
- Special Requirements – Primarily work day shifts, occasionally working evenings, nights, and weekends; may require driving;
- Emotional/Psychological – Ability to concentrate, make decisions, and work with the public; exposure to unpleasant living conditions/situations involving children and the elderly; occasional encounters with irate/disturbed individuals; ability to exercise sound judgment, especially under stressful situations; and working alone;
- Environmental Conditions - Exposure to outdoor conditions and indoor temperature fluctuations; and
- Working Conditions - Primarily performed in an office environment which is typically quiet but may be loud at times and at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirement of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

APPROVED:



ROSEMARY RIVAS
DIRECTOR OF HUMAN RESOURCES

DATE: 08/12/2025