

LINCOLN COUNTY
Job Description

Position Title:	Records & Training Manager
Department:	Sheriff's Office
Reports To:	Chief Deputy
Supervises:	Assigned Tasks Completed by Administrative Assistants
Oversees:	Digital and Physical Assets and Resources, Alternative Sentencing Program
FLSA Status:	Exempt
Last Revised/Approved:	Approved December 2025

POSITION SUMMARY:

The Records and Training Manager is a high-level, non-sworn administrative position responsible for planning, organizing, directing, and supervising the comprehensive records management functions of the Sheriff's Office. This role serves as the official Custodian of Records and Evidence and further oversees the development, coordination, implementation, and documentation of all required staff training programs related to records management and compliance across the agency.

The Records and Training Manager ensures the integrity, security, and accessibility of all official records in strict compliance with federal, state, and local laws, including the FBI's Criminal Justice Information Services (CJIS) security policies and public disclosure statutes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Records Management Functions

1. Develop, implement, and enforce policies and procedures for the creation, maintenance, retention, archiving, and secure disposition of all law enforcement records (incident reports, arrest records, warrants, citations, evidence logs, etc.).
2. Manage and maintain the agency's automated Records Management System (RMS), serving as the primary liaison with IT staff and software vendors to ensure system efficiency, data integrity, and compliance.
3. Oversee the accurate and timely entry of data into local, state, and national systems, including the National Crime Information Center (NCIC) and the National Incident-Based Reporting System (NIBRS).
4. Act as the agency's primary contact for legal counsel and the public regarding public records requests, subpoenas, and court orders; review and authorize the release of information in compliance with privacy and disclosure laws. Implement redaction software adoption and FOAA request tracking procedures.
5. Conduct regular audits of records management processes to ensure accuracy, compliance, and procedural adherence.

Training Functions

1. Assess agency-wide training needs related to records management, data entry, legal compliance, and RMS usage.
2. Design, develop, and deliver effective training curriculums and materials for new hires and existing personnel (both sworn and civilian).

3. Coordinate and schedule mandatory compliance training, ensuring all staff are current with federal and state requirements, especially CJIS certification standards.
4. Establish and maintain a centralized system for tracking, documenting, and filing all employee training records and certifications, ensuring the agency maintains irrefutable documentation for legal defensibility.
5. Serve as the MLEAP Accreditation liaison, including the maintenance of PowerDMS records (standards & proofs) and renewal oversight.
6. Monitor changes in legislation and technology related to records and training, updating policies and training programs accordingly.

Asset Management Functions

1. Receive, store, document, release or destroy evidence and property that comes into the Sheriff's Office possession through proper policies and procedures. Perform annual audit of evidence in custody.
2. Develop and implement property control policies and procedures to ensure legal and regulatory compliance for all agency assets.
3. Manage the tracking, recordkeeping, and reporting of all capital assets, equipment (firearms, vehicles, radios, body cameras, IT equipment), and grant-related property.
4. Conduct regular physical inventories and audits of all assets to ensure accountability and investigate and report any discrepancies, losses, or thefts.
5. Provide oversight of equipment preventative maintenance, registration, repairs, and inventory of consumable supplies.
6. Oversee the accurate recording of asset acquisitions, transfers, assignments to personnel, and proper disposal of surplus assets via public auction or other authorized methods.
7. Liaise with the finance/budget department to ensure accurate asset accounting, including entries for additions, retirements, and depreciation, and assist with budget forecasting for future equipment purchases

Alternative Sentencing Program

1. Oversee the Alternative Sentencing Program, including scheduling and management of participants and staff, site coordination and fiscal management.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Perform tasks assigned by proper authority.

GENERAL EXPECTATIONS:

1. Be committed to the mission of the Sheriff's Office.
2. Work as a member of a team in the performance of duties.
3. Be punctual for scheduled work and use time appropriately.
4. Work in harmonious relationships with all Sheriff's staff and community.
5. Perform duties in a conscientious, cooperative manner.
6. Perform required amount of work in a timely fashion with a minimum of errors.
7. Be neat and maintain a professional appearance.
8. Understand and work within Lincoln County Government and Sheriff's Office Policies and Procedures.
9. Work collaboratively as a member of a team with various groups of staff depending on the issue addressed.

10. Accept shared responsibility with other team members to successfully accomplish goal of each team of which he or she is a member.
 11. Assure quality in work performed in order to facilitate the delivery of quality services.
 12. Maintain confidence and protect the County by keeping information concerning clients and Sheriff's operations confidential.
 13. Participate in personal protective equipment (PPE) training and use the appropriate PPE as required in the Certification of Hazard Assessment.
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PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear and be able to stand or walk. The employee is occasionally required to use hands to finger a standard keyboard, use a computer, printer, copier, fax, telephone, radios

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception and the ability to adjust focus. The employee is required to operate a motor vehicle. The employee must be physically able to wear/use required personal protective equipment (PPE).

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate as experienced in a usual office condition. Approximately 25 percent of the work time may be spent outdoors in all seasons. The position requires a high degree of discretion, confidentiality, and the ability to manage stressful situations while meeting strict deadlines imposed by legal requirements.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- A minimum of five (5) years of progressively responsible experience in government or law enforcement records management, including at least two (2) years in a supervisory or management capacity.
- Proficiency in Records Management Systems (RMS) software and specialized asset/inventory management software, excellent organizational skills, attention to detail, strong leadership abilities, and the capacity to develop and present effective training programs.

- High degree of familiarity with other Sheriff's Office jobs.
- Interpersonal skills to deal with co-workers, other law enforcement officials and citizens.
- Skilled in verbal and written communication skills.
- Ability to deal effectively with the public.
- Must be able to obtain and maintain a valid State of Maine driver's license and pass a comprehensive background check required for access to sensitive criminal justice information networks.

Education Requirements: The following education requirements are considered essential:

- Bachelor's degree in Public Administration, Information Management, Criminal Justice, or a related field (relevant experience may substitute for degree requirements), required.
- Comprehensive knowledge of law enforcement records management principles, the legal requirements governing criminal justice information (e.g., CJIS Security Policy), and public disclosure laws (FOAA).
- Knowledge of U.S. Constitutional Law regarding Search and Seizures, Maine Criminal Statutes, LCSO Standard Operating Procedures, Policy and Procedures Manual of the Sheriff's Office and County.

** All requirements and skills are considered to be essential, unless otherwise indicated. **

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date

Supervisor Signature

Date