

Edison Russell

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SUMMARY

Public safety records and evidence leader with 10 years of progressive experience across **records administration**, property and evidence controls, **FOIA** coordination, retention management, and operational support. More than four years of formal supervision includes guiding staff, resolving complex customer concerns, coordinating interviews, and maintaining reliable service delivery. Work includes **Custodian of Records** responsibilities, **Subpoena Duces Tecum** coordination, authorized destruction reviews, chain of custody controls, accreditation preparation, general order updates, and defensible documentation. Program data analysis, budget planning, resource allocation, grievance review, and equipment planning support sound decisions for executive leaders. A practical, service focused approach protects public records and agency property while keeping policies clear, staff supported, and compliance evidence ready for review.

EXPERIENCE

Records and Evidence Operations Supervisor

June 2022 - Present

Commonwealth Public Safety Services

Richmond, VA

Lead records, **property** and evidence, and supply support operations for a public safety organization. Supervise staff, advise leadership, coordinate public information work, and maintain controls supporting compliant service delivery.

- Directed records, **evidence**, and supply workflows while reviewing high risk transactions for **policy compliance**.
- Supervised 11 personnel, coached performance, resolved escalated concerns, and coordinated structured section interviews.
- Coordinated complex FOIA searches, legal review routing, response records, and release tracking with stakeholders.
- Administered **retention schedules** and destruction approvals, preserving auditable histories before authorized disposition.
- Maintained intake, storage, release, retention, and destruction controls supporting complete **chain of custody** records.
- Prepared accreditation evidence, tested practices against standards, updated **general orders**, and briefed leaders on corrective actions.

Senior Records Administration Specialist

March 2020 - May 2022

Capital Region Emergency Communications Authority

Henrico, VA

Managed sensitive public records and legal production work for an emergency communications organization. Supported retention, disclosure, subpoena response, data review, procedure updates, **budget planning**, and customer service resolution.

- Managed public records and legal production requests, applying retention rules to complete response packages.
- Coordinated **Subpoena Duces Tecum** searches, validated responsive records, documented custody, and routed authorized releases.
- Analyzed request volumes, disposition activity, and backlogs to identify staffing needs for quarterly reviews.
- Revised records procedures and desk guides after policy changes, clarifying intake, indexing, disclosure, and destruction.
- Resolved difficult **customer questions** through documented research, policy explanation, and appropriate escalation for review.
- Documented storage, equipment, supply, and system needs with cost rationale for annual budget preparation.

Property and Evidence Specialist

July 2018 - February 2020

Piedmont Municipal Police Department

Charlottesville, VA

Managed property and evidence custody for a municipal police department. Protected evidentiary integrity through controlled intake, storage, movement, release, reconciliation, disposition, and accreditation preparation.

- Controlled evidence intake, storage, movement, release, and disposition with complete custody transaction records.
- Reconciled scheduled inventories and researched discrepancies through evidence logs, storage records, and case documentation.
- Applied retention requirements to disposition queues and verified authorization before property release or destruction.
- Prepared storage areas and compliance files for accreditation reviews, correcting gaps found during internal audits.
- Coordinated authorized evidence access with officers, investigators, courts, and records personnel while preserving custody documentation.
- Maintained quartermaster supply and equipment records, improving visibility into issue, return, replacement, and replenishment needs.

Records Specialist

October 2016 - June 2018

River City Government Services

Richmond, VA

Processed official records for a high volume public service unit. Supported public information requests, retention and destruction work, reporting, quality controls, and customer service through accurate documented workflows.

- Processed official records by validating indexing, completeness, access restrictions, and required filing documentation.
- Logged public **information requests** and assembled responsive records from approved systems with clear tracking histories.
- Applied **retention schedules** to inactive files and prepared disposition documents for authorized **records destruction**.
- Produced recurring activity reports, giving supervisors visibility into request volume, turnaround demand, and outstanding work.
- Updated procedure references and quality checklists after policy changes, supporting consistent processing across the unit.
- Resolved counter and telephone questions by researching record status and escalating sensitive matters through established channels.

PROJECTS

Public Records Governance Program 📅 2024

Built a coordinated governance approach for FOIA response tracking, retention review, destruction approval, and audit ready documentation across public safety operations.

Evidence Custody Control Review 📅 2023

Reviewed evidence intake, storage, release, reconciliation, and disposition practices, helping preserve reliable custody records and clear authorization trails.

LEADERSHIP & AWARDS

- Regional Workshop Facilitator, Public Safety Records Professionals Network, 2024 to Present
- Section Representative, Agency Records Governance Working Group, 2022 to Present
- Recognition for accreditation preparation and records compliance leadership, 2024

EDUCATION

Bachelor's Degree in Criminal Justice

2016

Virginia Commonwealth University GPA: 3.5

Richmond, VA

Coursework: Public administration, criminal law, information management, organizational leadership

CERTIFICATIONS

- Certified Records Manager 📅 2024
- Certified Property and Evidence Specialist 📅 2023

TECHNICAL SKILLS

- **Public Information:** FOIA, information requests, release tracking
- **Records Management:** Retention schedules, disposition reviews, records indexing
- **Evidence Management:** Evidence intake, secure storage, authorized release
- **Property Control:** Property inventory, quartermaster records, replenishment
- **Legal Production:** Subpoena Duces Tecum, legal review, custody documentation
- **Compliance Standards:** Accreditation standards, audit evidence, corrective actions
- **Policy Administration:** General orders, operating policies, desk guides
- **Data Analysis:** Request volumes, activity reports, backlog analysis
- **Budget Administration:** Budget preparation, cost rationale, equipment planning
- **Supervision Tools:** Performance coaching, staff scheduling, candidate interviews
- **Customer Service:** Complaint review, grievance investigation, issue escalation
- **Documentation Systems:** Tracking histories, audit trails, quality checklists

SKILLS

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|-----------------------|----------------------------|-----------------------|-----------------------|
| • FOIA coordination | • Chain of custody | • Budget planning | • Candidate selection |
| • Records custody | • Accreditation compliance | • Resource allocation | • Customer resolution |
| • Records retention | • Policy administration | • Staff supervision | • Records destruction |
| • Evidence management | • Program data analysis | • Grievance review | |

PROFESSIONAL AFFILIATIONS

- Public Safety Records Professionals Network, regional workshop facilitator
- Agency Records Governance Working Group, section representative
- Professional collaboration with legal, operational, investigative, and executive stakeholders

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST