



Edison Russell

Records and Property Evidence Manager

☎ (804) 555-4187 ✉ edison.russell@example.com

🌐 linkedin.com/example/edisonrussell 📍 Richmond, VA 23220

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

Commonwealth Public Safety Services 📅 June 2022 - Present 📍 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

Capital Region Emergency Communications Authority 📅 March 2020 - May 2022 📍 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

Piedmont Municipal Police Department 📅 July 2018 - February 2020 📍 Charlottesville, VA

STRENGTHS

- 🔍 **FOIA Coordination**
Complex requests became easier to track after clear search, review, release, and documentation steps were put in place.
- 🔒 **Evidence Stewardship**
Custody details receive careful attention. Teams relied on consistent intake, storage, reconciliation, and disposition practices.
- 👥 **Staff Leadership**
Regular coaching helped 11 staff members handle sensitive work with confidence, consistency, and stronger service follow through.
- ✅ **Audit Readiness**
Accreditation preparation became a shared routine, with organized proof, tested practices, and corrective actions ready for review.
- ♥️ **Public Service**
Difficult questions received patient research and clear explanations, helping customers feel heard while policies stayed protected.

SKILLS

- FOIA coordination
- Records custody
- Records retention
- Evidence management
- Chain of custody
- Accreditation compliance
- Policy administration
- Program data analysis

Budget planning

Resource allocation

Staff supervision Grievance review

Candidate selection

Customer resolution

Records destruction

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Records and Evidence Operations Supervisor at Commonwealth Public Safety Services (4.2 Years)

● Senior Records Administration Specialist at Capital Region Emergency Communications Authority (2.2 Years)

● Property and Evidence Specialist at Piedmont Municipal Police Department (1.6 Years)

● Records Specialist at River City Government Services (1.7 Years)

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

River City Government Services 📅 October 2016 - June 2018 📍 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

Virginia Commonwealth University 🎓 GPA: 3.5 📅 2016 📍 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

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

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST