

POLICE RECORDS AND RISK MANAGEMENT ADMINISTRATOR

JOB DESCRIPTION

Classification Responsibilities: The Police Records and Risk Management Administrator manages the Police Department Records Section and has oversight of all other Police Department record operations to ensure accountability of police public records as defined by ARS 41-1350. In addition, this class provides both Litigation and Risk Management support to the Police Department and acts as the Police Liaison with the City Attorney's Office. Litigation and Risk Management duties include: Litigation support example: managing Notice of Claims to include collecting, reporting, and analyzing data, providing recommendations, and acting as primary liaison to the City Attorney's Office Risk Management Analyst; and Risk Management example: managing litigation notice of claims database, tracking and analyzing litigation trends, reporting on Notice of Claims and litigation status, and high-profile claim information to Executive staff; responding to complex and high-profile public records requests; and acts as the liaison for the PD Legal Unit in regards to Records and Risk Management responsibilities. Police Records duties include plans, organizes, supervises, and directs, the activities of the Records Division. Including supervision over Police Records Supervisors who are responsible for the day-to-day operations and technical support for all Police Department public records requests and FBI mandated compliance. Reviews work products and develops procedures to ensure compliance with federal and state regulations and other Public Records Request guidelines and laws. Maintains compliance with the reporting of crimes to the State and Federal Bureau of Investigation (FBI) and ACIC/NCIC policies and procedures for subpoenas. Oversees entry of warrants into ACIC and monitors records management for other departments. Makes decisions all personnel issues, policy and procedure direction/interpretation, risk management, and liability interpretations. This class also has oversight of the following functions: police records in automated systems; data entry; quality control; entry and validation of arrest warrants; uniform crime reporting for the Federal Bureau of Investigation (FBI); micrographics; and a copy center. Additional responsibilities include: performance evaluations; management of a substantial budget and oversight of grants; researching new equipment and writing bid specifications; arranging for maintenance contracts on equipment; assisting the department's System Security Officer to ensure compliance with local, state, and federal security and privacy requirements; and ensuring that work is performed in accordance with established policy and accepted procedures. The Police Records and Risk Management Administrator serves as the Records Coordinator for the Police Department, and acts as a liaison between the department and the City Clerk's Office; serves as archivist on all matters involving department records and maintains a current inventory of all existing public records within the department; and develops a retention and disposition schedule to submit to the Arizona State Library, Archives, and Public Records for approval. This position ensures compliance with ARS 28-1560 and department orders regarding the accounting of traffic citation records, and serves as Custodian of Records for subpoenas and court depositions. This class performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The Police Records and Risk Management Administrator is a civilian classification responsible for managing all aspects of records management and retention, risk management and litigation support. The Police Records and Risk Management Administrator represents the department on several committees or task force assignments. Supervision is received from the Police Technical Services Manager who reviews work through conferences, reports, and results achieved.

This class is distinguished from the Police Records Supervisor by the administrative duties performed and additional responsibility in the areas of supervisory, fiscal, and decision-making capacity; and responsibility for compliance with state statutes. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any training, education, or work experience equivalent to a Bachelor's Degree in Business Management, Business Administration, Public Administration, Risk Management, or related field; and three to five years of management, supervisory, or professional administrative experience, preferably in a police or public safety records setting. Must obtain and maintain ACIC/NCIC terminal operator certification (TOC) within six months of hire or promotion.

Special Requirements. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. None.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, management, other agency personnel, attorneys, public officials, officers of the court, vendors, and contractors in order to oversee the activities of the Police Records Section and oversight of all other Police Department record operations to ensure accountability of public records, public records requests, risk management issues, etc.. Communicates with employees regarding their performance. Conducts staff meetings. Prepares written documents including: performance evaluations, departmental reports, memos, budget proposals, policies, procedures, and accreditation standards with clearly organized thoughts using proper sentence construction, punctuation, and grammar. Instructs or trains subordinates and other such as Police Supervisors, or Crime Scene personnel in a classroom setting regarding risk management and public records procedures, laws, etc.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures on Unit and Department level procedures, federal regulations such as NIBRS reporting for the FBI and CJIS regulations, state regulations such as ARS 41-1350, 39-121, 13,4434, 8-413, 39-123 and Rule 15.1, and other guidelines such as: Civil litigation discovery requirements, Public Record Laws, City codes, departmental Administrative and Field orders, and City Personnel Rules. Observes subordinates' work performance. Inspects, monitors, and evaluates information, equipment, and work-related conditions to determine compliance with prescribed operating and safety standards including Occupational Safety Health Administration (OSHA), Fair Labor Standards Act (FLSA), and Americans With Disabilities Act (ADA).

Distinguishes colors of various documents to ensure compliance with standard operating procedures. Enters and retrieves data or information using a personal computer (PC) or other keyboard device.

Mental: Plans, organizes, and directs the activities of Public Records responses, Records Section, and Litigation support. Supervises and evaluates the work of two Police Records Supervisors. Prioritizes own work, and assigns work to personnel. Resolves procedural, operational, and other work-related problems. Develops and revises standard operating procedures and methods of examination for the Records Section. Prepares budgets for the Records Section. Coordinates work activities and program functions with other divisions, City departments, cities, and other governmental agencies including MCAO regarding Public Records and release approvals, and local cities/towns regarding record management. Assists in the preparation of conceptual design and technical specifications guarding automated systems. Conducts research and analyzes data to respond to requests for subpoena's, legal assistance, budgetary proposals, general inquiries as well as statistics and vendor specifications. Prepares budgets and grant related budget tracking and reporting documents. Performs mathematical and statistical computations and financial/cost analysis. Maintains a petty cash fund and monies collected for services rendered and ensures that proper accounting procedures are followed in managing the funds. Comprehends and makes inferences from written material including the Police Department's Administrative and Field Orders. Learns job-related material in a classroom setting and on-the-job regarding new developments and enhancements to various computer systems.

Knowledge/Skill/Abilities:

Knowledge of:

local, state, and federal regulations relating to public records, security, and privacy;
federal, state, and local law enforcement agencies and their functions, jurisdiction, and procedural and operational relationships to the police records function;
budgetin, grant, and statistical reporting;
basic data processing principles and practices;
general police objectives and practices;
modern office management practices and procedures; and
modern supervisory and evaluation methods and practices.

Skill in office management, supervision, training, and personnel selection.

Ability to:

manage the daily operation of the Records Sections;
oversight of managing other police sections records;
objectively evaluate procedures and personnel and implement appropriate corrective actions;
supervise and evaluate the work of subordinate supervisors;
prepare justifications of budget proposals;
compile statistical information, staffing justification, and other reports;
assist in the development of more efficient and effective methods and procedures for use in the Records Section; and
establish and maintain effective working relationships with subordinates, associates, police personnel, other law enforcement agencies, City personnel, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

New 12/2021

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PAY GRADE 57

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