

## **POLICE RECORDS SPECIALIST III**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Police Records Specialist III performs specialized skilled tasks research of complex police records in the Police Records Section of the Police Department. A primary function of employees in this class is to review incoming electronic police reports for accuracy, completeness, and compliance with departmental requirements and procedures. A Police Records Specialist III is authorized to correct certain errors and return reports for other corrections to the originating officer. A Police Records Specialist III also utilizes various criminal justice information systems to retrieve information for officers and make necessary adjustments, verifies police reports in the records management and the document management system, makes necessary changes in the document management system to ensure correct police report numbering and titling, recognizes police report priority processing in the records management system, and prepares weekly reports of reports not received in Records. An additional major responsibility of this class is reviewing police reports to ensure charges and property are entered correctly and crimes classified according to established Uniform Crime Reporting (UCR) codes. This requires the ability to interpret report narratives and determine the values of property stolen. Incumbents generate monthly UCR statistical reports, which must be completed within specific time restraints. This class performs related duties as required.

**Distinguishing Features:** Employees in this class serve as a quality control point for the Records Section. All work is performed in accordance with established departmental policies and procedures and federal/state guidelines regarding the privacy and security of records. Employees in this class may be required to train other employees on how to assign UCR codes and perform other job functions. A Police Records Specialist III may also assist the Crime Analysis Unit and other areas with projects such as tracking the frequency and location of crimes. This class is distinguished from the Police Records Specialist II class by the quality control and UCR duties performed. Supervision is received from a Police Records Shift Supervisor. A Police Records Specialist III may work a variety of shifts. This class is FLSA nonexempt.

### **QUALIFICATIONS**

**Minimum Qualification(s) Required.** A minimum of one-year experience as a Records Specialist II or two years experience working in a police environment, which involved working with police reports and performing some data entry.

**Special Requirement(s).** 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 Qualification(s).** Uniform Crime Reporting experience preferred.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with other City employees, sworn officers, managers, and other law enforcement agency personnel in order to gather and correct information for police reports. Ensures police reports are coded according to UCR guidelines and charges and property are listed accurately on police reports. Instructs or trains others regarding duties performed. Prepares written documents including statistical reports, memos to officers and supervisors, various forms, and work procedures with clearly organized thoughts using proper sentence structure, punctuation, and grammar.

**Manual/Physical:** Reviews police reports to ensure compliance with standard operating procedures, departmental general and operations orders, state and federal laws, and Federal Bureau of Investigations (FBI) and Department of Public Safety (DPS) regulations. Identifies appropriate charges, property, and UCR codes for police reports. Operates a variety of standard office equipment including a computer terminal, scanner, and printer, copy machine, calculator, facsimile machine, typewriter, and telephone. Enters data or information into a personal computer (PC) in order to input or retrieve information from an automated records system and a variety of other criminal justice information systems. Utilizes a computer to generate statistical reports.

**Mental:** Comprehends and makes inferences from police reports in order to determine completeness, accuracy, and compliance with procedures. Analyzes police narratives in order to determine correct UCR coding. Determines the personnel that require copies of a report. Compiles data for statistical reports. Responds to requests from the public, officers, other City employees, and other law enforcement agency personnel and releases information according to outlined policies and procedures. Prioritizes own work. Develops work procedures. Performs mathematical and statistical calculations. Learns job-related material through on-the-job training.

### **Knowledge/Skills/Abilities:**

Knowledge of:

modern office practices, procedures, and equipment;  
data entry requirements for the automated police records system;  
basic police reporting requirements;  
UCR codes;  
Police Department objectives, procedures, and terminology;  
the organization, records systems, office procedures, and practices of the Mesa Police Department Records Section;  
federal and state privacy and security regulations and their application to Police Department files; and  
the English language and basic writing techniques.

Skill in:

operating a PC; and  
dealing effectively with other City employees and the public in handling requests for service.

Ability to:

process and retrieve information on the Police Department's automated records system;  
analyze police reports and narrative information;  
recognize omissions and errors;  
work within strict time restraints to meet deadlines;  
maintain the confidentiality and security of records and information;  
search police files/records in response to officer's inquiries;  
scan documents;  
perform maintenance on scanners;  
remain calm and think clearly and quickly in emotional and emergency situations; and  
establish and maintain effective working relationships with coworkers, supervisory personnel, sworn officers, the general public, and other law enforcement agency personnel.

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.

Revised 8/15

TO/hn

CS3745.DOCX

CS3921 (Part-time)

EEO-A/S

NDOT SAFETY-No

NDOT RANDOM-No

NIDA-No

RESP-No

JOB FCTN-OFF

INCREMENTS 56-200

PAY GRADE: 42

PAY RANGE: 42

NDOT SECURITY-Yes

CDL-No

IND-8810

SWORN-No