

## **POLICE RECORDS SUPERVISOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Police Records Supervisor performs responsible supervisory work over police record services. Duties include: supervising clerical personnel and Police Records Shift Supervisors who have first-line supervisory responsibility of Police Record Technicians assigned to a shift within a twenty-four hour day, seven days a week operation; handling day-to-day procedural questions and personnel issues that arise including investigating complaints and recommending corrective action; overseeing training; participating in the budget process by identifying needs, and researching new equipment; developing and updating record procedures; ensuring operational procedures are consistent with accreditation standards and general records practices, has the ability to interpret report narratives in order to determine Uniform Crime Reporting (UCR) codes in relation to in-custody reports, which must be completed within specific time constraints; and coordinating a shift bid process and work schedules. The class is responsible for performing related duties as required.

The assignment to Record Processing and Training also includes the following responsibilities: maintaining compliance with ACIC/NCIC policies and procedures; overseeing the processing of record requests for subpoenas, the public, law enforcement and other agencies; serving as liaison for the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) yearly assessments; managing the training program for Records Technician I's; serving as Petty Cash Custodian; and ensuring accounting practices are followed for the recording of fees received, and supervising the Accounting Specialist. The assignment to Record Entry and Management includes the following responsibilities: maintaining compliance with the reporting of crime to the State and Federal Bureau of Investigation (FBI); overseeing the entry of warrants into ACIC; overseeing the entry and management of records entered into a Records Management System and repository; and monitoring records management for other department records.

**Distinguishing Features:** Police Records Supervisor is a civilian classification. The incumbent is required to use independent judgment to resolve general problems recurring from day-to-day and to make initial decisions on operating problems. Supervision is received from the Police Records Administrator who reviews work through conferences, reports, and results achieved. This class can be distinguished from the Police Records Shift Supervisor by the more administrative nature of the work performed and additional responsibility in the areas of supervisory and decision-making capacity. This class is FLSA exempt-administrative.

### **QUALIFICATIONS**

**Minimum Qualification(s) Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with an Associate's Degree in a related field. Considerable (3 - 5 years) experience involving police records management in a supervisory capacity.

**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).** Specialized training or formal education in automated systems, police records, administration, and data processing are desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with employees, management, sworn personnel, other City departments, personnel from other law enforcement agencies, and the general public in order to resolve unusual problems, explain policies, rules, and regulations, and maintain cooperative relationships. Instructs and trains subordinates regarding work procedures and policy changes. Conducts staff meetings. Prepares written documents including performance evaluations, reports, annual goals, memorandums, investigative reports, policies, operating procedures, and performance standards with clearly organized thoughts using proper sentence structure, punctuation and grammar. Assists in the development, writing, and implementation of training programs.

**Manual/Physical:** Reviews the work products of others to ensure compliance with standard operating procedures, federal and state regulations, and other guidelines such as City Codes, and City Personnel Rules. Inspects, monitors, and evaluates equipment, information 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). Attends meetings at various locations. Enters and retrieves data or information using a personal computer (PC) or other keyboard device. Prepares and/or updates schedules. Processes and tracks Rule 15 statute requests for reports, records, and other evidentiary documents.

**Mental:** Plans, organizes, and directs the activities of the Police Records Section. Supervises and evaluates the work of subordinate personnel including shift supervisors who ensure the correct receiving, processing, and filing of police records. Prioritizes and assigns work to personnel and prioritizes own work. Resolves procedural and operational problems. Coordinates work activities and program functions with other City departments including the City Court and the City Prosecutor's Office. Develops policies, operating procedures, training programs, performance standards, and short- and long- term objectives for the Records Section. Conducts research and analyzes data to respond to requests for subpoena's, legal assistance, budgetary proposals, and general inquiries. Comprehends and makes inferences from written material including the Police Department's administrative and field manuals. 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 security and privacy;  
federal, state, and local law enforcement agencies and their functions, jurisdictions, and procedural and operational relationships to the police records function;  
basic data processing principles and practices;  
the departmental structure, organization, procedures, and practices of a police records bureau, particularly with respect to collection, indexing, maintenance, and utilization of crime and criminal records in manual and automated systems;  
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:

objectively evaluate procedures and personnel and implement appropriate corrective actions;  
coordinate with other Police Department Divisions and staff members regarding their needs as well as  
changes in laws, policies, and procedures as they relate to the records section;  
participate in the selection of applicants for hire, including: the review of applications and assisting with  
the administration of performance exams and interviews; and  
establish and maintain effective working relationships with management, coworkers, subordinates,  
personnel from other departments and agencies, 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.

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CS4474.DOCX

EEO-Prof

NDOT SAFETY-No

NDOT RANDOM-No

NIDA-No

RESP-No

JOB FCTN-ADM

INCREMENTS 56-200

PAY GRADE: 50

NDOT SECURITY-Yes

CDL-No

IND-9410

SWORN-No