

# CITY OF MILWAUKIE

## **CLASSIFICATION: Police Records Supervisor**

Department: Police

Grade Number: 24

FLSA: Exempt

Location: PSB

Management, Supervisory, Confidential Group

EEO Category: 2- Professional

## **DESCRIPTION:**

Under general direction, manages, directs, coordinates, plans, schedules, assigns and reviews the activities and work of Police Records Specialists. Supervises, plans and coordinates a comprehensive records program including records maintenance, and processing; ensures the function meets all applicable laws, regulations and City Policies. Performs Police Records activities and operations including duties of the Police Records Specialist as needed. Provides assistance to the Departments' command staff, such as research and analysis. This classification works under the supervision of a Police Captain.

## **DUTIES AND RESPONSIBILITIES:**

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)*

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Oversees, manages and participates in the operation of Police Records. Plans, prioritizes and assigns the work of staff, deploying resources as needed to meet departmental goals and objectives.
2. Supervises, schedules, and trains staff. Participates in the employee performance review process for assigned staff.
3. Selects, trains, assigns, monitors, and evaluates and makes determinations regarding disciplinary action as necessary for staff.
4. Develops, implements and revises as necessary Police Records unit policies and procedures.
5. Acts as LEDS (Law Enforcement Data Systems) agency representative; facilitates efficient delivery of requested information; attends annual LEDS training for the Police Department; provides training and assures certifications of LEDS are complete.
6. Acts as official custodian of criminal justice records in the Police Department; takes necessary action to ensure police records and reports are archived, retained and expunged according to guidelines set forth by the State.
7. Assists the public by answering questions about specific records, laws and policies related to the records function; participates in the resolution of issues; receives and investigates complaints; and recommends corrective action as necessary to resolve complaints.
8. Consults with other criminal justice agencies regarding compliance with recent police records law developments.
9. Ensures all LEDS validations, insurance reports and other matters are processed as outlined by court order, statutory or administrative rule time frames.
10. Participates in the selection, testing and implementation of computer software for assigned function.
11. Retrieves and verifies records information for proper information, accuracy and completion.
12. Prepares reports, performs research and composes documents for command staff and the Police Chief.
13. Performs a variety of record keeping functions including preparing reports and annual work plans, maintaining necessary operating records, and preparing and monitoring assigned budgets.
14. Maintains positive public relations with customers and is responsive to customer needs.
15. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
16. Performs all Police Records Specialist duties as necessary.
17. Performs other duties as required.

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**JOB SPECIFICATIONS:**

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

**1. Job Preparation:**

**a) Education:**

- i) High School diploma or GED; Associates degree in related field preferred;. or
- ii) Any equivalent combination of education and experience.

**2. Prior Experience:**

**a) Work Experience:**

- i) Five years of police records or records management experience or related field or
- ii) Any equivalent combination of education and experience.

**b) Necessary Knowledge, Skills and Abilities:**

- i) Knowledge of principles and practices of records management.
- ii) Knowledge of basic principles and practices of budget development, administration and accountability.
- iii) Knowledge of the principles and practices of office management, work organization and supervision.
- iv) Knowledge of modern office practices, methods and computer equipment; computer applications related to the work.
- v) Knowledge of English usage, grammar, spelling, vocabulary and punctuation.
- vi) Advanced level knowledge of word processing, database and spreadsheet software.
- vii) Ability to analyze and utilize a variety of reports and records.
- viii) Ability to communicate effectively orally and in writing.
- ix) Ability to establish and maintain effective working relationships.
- x) Ability to supervise, schedule, train, and review the work of staff.
- xi) Skill to effectively hire, train, and supervise staff.
- i) Ability to work as a team member and lead a team.
- ii) All knowledge, skills and abilities of a Police Records Specialist.
- xii) Ability to perform the essential functions of the job.

**3. Special Requirements:**

- a) Must be able to pass the department's and Department of Public Safety and Standards (DPSST) security clearance standards including review of driving record to become LEADS certified; b) must be LEADS certified at time of hire or obtain certification within six (6) months of hire; c) possession of a valid OR or WA driver's license.

**4. Tools and Equipment Used:**

- a) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet and database, LEADS, NPDS and other law enforcement databases.

**5. Supervision:**

- a) Works under the general supervision of a Police Captain.
- b) Responsible for the direct supervision of assigned employees.

**6. Communications:**

- a) Has frequent communication with staff, citizens and law enforcement personnel from both the City and other agencies.
- b) Communication is often confidential and will have access to confidential materials and communications.

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7. **Cognitive Functions:**

- a) Work is performed fairly independently.
- b) Problems are of moderate to complex difficulty but policy and procedures are often available.

8. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is generally performed in office settings with computer workstation inflexibility to input and retrieve information from the computer system and at the reception area of the Police Department. Persons in this classification are exposed to descriptions of a wide range of crimes.

9. **Resource Accountability:**

- a) Has a moderate impact on Police Department functions.
- b) Makes budgetary recommendations.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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