

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: September 13, 2010

SUBJECT: Police Records Section Manager

In 2009, the Police Department hired a civilian Police Records Section Supervisor for the first time. Prior to this, the records/property sections were supervised by a commissioned Captain. When creating civilian positions in the Police Department, one goal is to keep parity with comparable positions in the command staff, assuming it is appropriate within the City's classification system. The Police Records Section Supervisor was appropriately created in CG18, Range 10, comparable to a Police Lieutenant and supervised by a Police Captain. At this time, the Police Department is recommending creation of a Police Records Section Manager, in CG18, Range 12 and reclassification of the incumbent to the new position. Range 12 is the equivalent of a Police Captain, and the new position would be supervised by an Assistant Chief. After speaking with Assistant Chief of Support, John Davenport, and the incumbent of the position, I agree that a new classification of Police Records Section Manager should be created in CG18, Range 12, and the incumbent reallocated to the new classification.

The Police Records Section Supervisor supervises four distinct areas dealing with police records and police property, the Records Unit, ASU Unit, Court Service Unit, and Property Unit. When the Supervisor position was created in 2008, the position operated under the limited supervision of the Captain in charge of technology. Specific duties and responsibilities in the class specification (see attached) include: assist various police sections in the development and implementation of records management programs and procedures as it relates to centralized storage of records, recommend written guidelines and review policy and procedures for effective operations and service delivery to the Captain in charge of technology, and monitor procedures to ensure the confidentiality of records and property, as appropriate. The Supervisor is also required to attend training in Advanced Records Management, Police Property Management, and Open Records.

The new classification of Police Records Section Manager, on the other hand, has more independent authority and direct responsibility for the entire police records/property program. The new class specification for the Manager (see attached) describes the incumbent working under the general supervision of the Assistant Chief of Support. The class specification describes independent authority for managing the overall Records Section operations, including hiring and disciplining staff. This higher-level position is responsible for independently evaluating and developing recommendations on efficient section operations, establishing and monitoring procedures to ensure the confidentiality of records and property, managing the processing of citations, managing the handling, storage, and destruction of evidence, conducting evaluations of records inventories, as well as additional responsibility for the section budget, training of police department staff on the handling and processing of records, and actively participating on the Police Management Team. The incumbent of this position is expected to have completed training in Advanced Records Management, Police Property Management, and Open Records.

The higher degree of independent authority and responsibility associated with the Manager position makes it appropriate to be in a higher range than the Supervisor. Placement in range 12 is appropriate and consistent with another civilian position in the Police Department, the Police Administrative Services Manager. Other professional classifications with supervisory authority in Range 12 include the Accountant 4 and Engineer 4. As such, I recommend creation of the new classification of Police Records Section Manager in CG18, Range 12.

The incumbent, S. Fichtel, was hired in the position in May, 2009. Since January, 2010, the incumbent has been given independent authority for the Records section, including property. Examples of this independent authority can be seen in the Department's transition from Uniform Crime Reporting (UCR) to Incident Based Reporting (IBR). In UCR, the Department reports crimes in 8 different categories established by the FBI. In order to transition to IBR, which allows for reporting in 33 different categories, accreditation is necessary from the State of Wisconsin. This process takes most departments anywhere from 3-5 years to achieve. The incumbent was able to manage this process for the Madison Police Department starting in January, 2010, and the final approvals were given by the State effective July 1, 2010, 6 months later. The incumbent has also assembled a project team to implement field reporting for the officers starting in 2010. Field reporting is a shift in reporting by the commissioned Officers. Instead of filling out a field report by hand, the officers have laptop computers in their vehicles on which they can fill out the report, and this is automatically transferred to the reporting unit for processing. Ms. Fichtel and her team is working to streamline the process, address technological concerns, and train newer officers on appropriate reporting techniques, since some of the newer officers have never filled out a paper report. In 2010, the incumbent managed the transition within the Municipal Court from commissioned to civilianized personnel. The incumbent has been an active participant on the Management Team, providing regular reports on records section operations and serving as the Department resource on records and property questions. Finally, the incumbent prepared the section budget for 2011. These duties are all consistent with the higher level of skill and independence expected of a person at the higher classification. The incumbent has also completed all required training. Because of this, I recommend reallocation of the incumbent to the newly created classification of Police Records Section Manager

We have prepared the necessary Ordinance and Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2010 Annual Minimum (Step 1)	2010 Annual Maximum (Step 5)	2010 Annual Maximum +12% longevity
18/10	\$56,781	\$68,241	\$76,440
18/12	\$62,073	\$74,938	\$83,928

cc: Noble Wray-Police Chief
 John Davenport-Asst. Chief of Support
 Sue Fichtel