

## **POLICE RECORDS SECTION SUPERVISOR**

### CLASS DESCRIPTION

#### General Responsibilities:

This is responsible professional, supervisory, and administrative work within the Police Department. Under the limited supervision of the Captain in charge of technology, this position is responsible for coordinating the development, implementation and supervision of the Police Department Records Section and related budgets. It is anticipated that the incumbent will exercise independent judgment over the entire Records Section. Work is characterized by the requirement for initiative and discretion.

#### Examples of Duties and Responsibilities:

Supervise Records Section operations including the duties of the Section's unit supervisors and public access of records in the Records Unit. Train, schedule, monitor, and evaluate workers. Participate in the selection, training and evaluation of subordinates. Recommend discipline of subordinates when necessary. Prioritize and assign work. Assist in resolving operational or systems problems.

Recommend written guidelines and review policy and procedures for effective operations and service delivery to the Captain in charge of technology.

Ensure that the Record Section records are current. Work with City Attorney's representative to determine legal records retention schedules. Monitor procedures to ensure the confidentiality of records and property as appropriate.

Maintain computer record inventories and indexes and initiate physical inventories of records and property as necessary.

Provide oversight and direction to the processing of municipal citations, criminal citations, and parking citations and work with the Madison Municipal Court on the court process as well as the function of the police bailiffs.

Provide oversight and direction in the proper handling, storage and destruction of evidence and property for the police department.

Assist various police sections in the development and implementation of records management programs and procedures as it relates to the centralized storage, including computerized access to automated information system. Assist in conducting periodic evaluations of records inventories and assist sections in developing improved records management practices and retention schedules.

Maintain an awareness of records management developments through contact with agencies such as the State Historical Society, State Attorney General's Office, the Madison City Attorney's Office and the State Public Records and Forms Board.

Prepare periodic statistical and narrative progress reports. Prepare informational memos and written recommendations as needed to operate the program.

Assist in preparing the section budget.

Perform related work as required.

## QUALIFICATIONS

### Knowledge, Skills and Abilities:

Working knowledge of records management considerations (automated and hard copy) incorporating related computer systems and software. Working knowledge of law enforcement reporting procedures. Working knowledge of related confidentiality standards and the application of open records statutes. Working knowledge of law enforcement property handling practices. Working knowledge of municipal court protocols and security. Working knowledge of current technologies used in managing a large number of diverse records systems. Thorough knowledge of general office procedures and supervisory principles and practices. Knowledge of budget development and monitoring. Organizational skills. Ability to write clear and concise reports. Ability to use computer software. Ability to conduct complex analytical studies of Police Department operations and functions. Ability to supervise and direct the activities of subordinate staff. Ability to develop and maintain effective working relationships with staff, other agencies, and the general public. Ability to communicate effectively both orally and in writing. Ability to work independently; to perform multiple, unrelated duties at the same time, and to organize work effectively and efficiently. Ability to maintain adequate attendance.

### Training and Experience:

Three years of responsible administrative experience involving physical records management, with at least one year of which involved direct responsibility for the maintenance of a comprehensive records management system and one year of supervising staff. Such experience would normally be gained after graduation from a four year college with a degree in Business Administration, Public Administration, Criminal Justice, or a related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of these positions will also be considered.

### Necessary Special Qualifications:

The ability to meet the transportation and mobility requirements of this position.

Within 12 months of selection, the incumbent will be expected to complete training in Advanced Records Management, Police Property Management and Open Records. Failure to do so will cause the incumbent to forfeit the position. The 12 month period may be extended depending on the availability of the required training.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
Police/Records Section	18	10

Approved: \_\_\_\_\_  
Brad Wirtz  
Human Resources Director  
Date