

POLICE RECORDS SECTION MANAGER

CLASS DESCRIPTION

General Responsibilities:

This is responsible professional, supervisory, managerial and administrative work within the Police Department. This position is responsible for coordinating the development, implementation and management of the Police Department Records Section and related budgets. Under the general supervision of the Assistant Chief–Support, the employee functions as an integral member of the Police Management Team by providing expertise in the areas of records and property management. Work is characterized by the requirement for initiative, independent judgment and discretion.

Examples of Duties and Responsibilities:

Manage Records Section operations including the duties of the Section's unit supervisors and public access of records in the Records Unit. Oversee the hiring, training, evaluation and discipline of Records Section staff. Respond to employee grievances. Prioritize and assign work. Resolve operational or systems problems.

Evaluate and develop recommendations on the most effective method of Section operations regarding request for service, workload priorities, schedules and reporting requirements to the Management Team for review and implementation.

Work with City Attorney's representative to determine legal records retention schedules. Establish and monitor procedures to ensure the confidentiality of records and property as appropriate.

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

Manage the processing of municipal citations, criminal citations, and parking citations and work with the Madison Municipal Court on the court process.

Manage the proper handling, storage and destruction of evidence and property for the police department which includes periodic audits and an annual inventory of property storage areas.

Advise and 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. Conduct 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 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.

Actively participate as part of the Management Team in program planning and evaluation activities. Coordinate team efforts on records matters and special projects, as assigned.

Conduct training for department staff, including at stations throughout the City, on proper handling and processing of records.

Prepare the section budget for presentation to the Assistant Chief of Support each year, and manage the budget throughout the fiscal year.

Participate, as required, as a member of the Police Department's labor negotiating team.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of records management considerations (automated and hard copy) incorporating related computer systems and software. Thorough knowledge of current technologies used in managing a large number of diverse records systems. Thorough knowledge of law enforcement reporting procedures. Thorough knowledge of related confidentiality standards and the application of open records statutes. Thorough knowledge of law enforcement property handling practices. Thorough knowledge of general office procedures and supervisory principles and practices. Working knowledge of municipal court protocols. Working knowledge of budget development and monitoring. Organizational skills. Ability to develop, administer, and monitor policies and administrative procedures applicable to Police Department programs. 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 develop records and forms management programs to fit within the Police Department records program. Ability to prepare the Records Section budget. 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:

Generally, positions in this classification will require:

At least one year experience supervising the records and property sections of a police department, comparable to the experience gained as Police Records Section Supervisor with the City of Madison. Such experience would normally be gained after graduation from a four year college or university 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.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

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

The incumbent must have completed training in Advanced Records Management, Police Property Management, and Open Records at the time of appointment.

Department/Division	Comp. Group	Range
Police	18	12

Approved: _____
Brad Wirtz
Human Resources Director

Date