

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: November 20, 2008

TO: Personnel Board

FROM: Michael Lipski, Human Resources

SUBJECT: Creation of Police Records Section Supervisor Classification

The Mayor's budget for 2009 includes the creation of a Records Manager within the Police Department. Currently, the Records/Property sections are supervised by a Captain, who is also in charge of technology for the Department. However, the Police Department, in a continuing effort to create civilian positions where it is appropriate, seeks to create a civilian position to supervise four distinct areas dealing with police records and police property. The areas are the Records Unit, ASU Unit, Court Service Unit, and Property Unit. After discussions with the Captain who currently supervises records, it has been determined that in order to meet the needs of the department, a Police Records Section Supervisor classification should be created.

The Police Records Section Supervisor (see attached) will supervise the Records Section, including hiring, training, and evaluation of Records Section staff. Under the limited supervision of the Captain in charge of technology, the Police Records Section Supervisor will assist various police sections in the development and implementation of records management programs and procedures as it relates to centralized storage of records. Finally, the Police Records Section Supervisor will 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 Police Records Section Supervisor will be required to attend training in Advanced Records Management, Police Property Management, and Open Records.

Because there is no specific classification dedicated to supervising records in the City, I am requesting that a new classification be created called Police Records Section Supervisor within Compensation Group 18, Range 10. Similar classifications at this level include the Parks and Water Utility Administrative Services Managers, as well as the Monona Terrace Business Manager.

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

Attachments

Compensation Group/Range	2008 Annual Minimum (Step 1)	2008 Annual Maximum (Step 5)	2008 Annual Maximum +12% longevity
18/10	\$55,127	\$66,253	\$74,204

cc: Noble Wray, Police Chief
Carl Gloede, Captain