

POLICE RECORDS CUSTODIAN

CLASS DESCRIPTION

General Responsibilities:

This is responsible supervisory and professional work in the development and implementation of the Police Department's Public Records Unit. As the unit supervisor, the employee will hire, train, assign, direct, evaluate and discipline subordinate administrative staff for the Public Records Unit. The Records Custodian will develop, implement and maintain policies, procedures and systems related to the review and the release of public records. The Records Custodian will research and respond to complex and non-routine requests for information. Such work will require extensive research into the various computer systems within the department, and determining whether this information may be released in accordance with Wisconsin Public Records Laws. This work requires exercising considerable judgment and reasoning in the application of department policies and procedures, along with the Wisconsin Public Records Laws. The Records Custodian will maintain the retention schedule for the department and ensure compliance. The employee exercises considerable judgment and discretion in handling extremely sensitive and confidential information and provides leadership to staff. Work is performed within established guidelines and under the general supervision of the Police Records Manager.

Examples of Duties and Responsibilities:

Coordinate the collection of records for complex, non-routine public records requests. Review public records requests (paper or electronic) and determine if the record(s) can be released by applying the Wisconsin Public Records Law and the balancing test and redacting if necessary. Work with the City Attorney's Office in responding to complex requests under the Wisconsin Public Records law to assure compliance and/or the protection of sensitive information. Respond to requestors in a timely manner, both orally and in written formats.

Maintain knowledge of the Wisconsin Public Records Law and coordinate weekly meetings with other records review staff. Provide courtroom testimony concerning public records. Provide the WI Stat 19.356 notice to employees when appropriate.

Respond to public records requests from the media.

Supervise Police Public Records Unit Personnel. Interview and hire staff according to guidelines established by the Department. Develop training materials, train and orient staff on related operating procedures, administrative requirements, etc. Evaluate staff performance and develop approaches to improve performance when necessary. Coordinate staff schedules, maintain attendance records and perform related payroll functions. Provide consultation and direction on the more complex and/or judgmental aspects of the work. Ensure that the staff is following policy, procedure and city APM's. Provide leadership and support for the unit.

Maintain the Police Records Retention schedule. Communicate with Police work groups to ensure the retention schedule is followed and adhered to.

Attend Management and Support Command-level meetings in the absence of the Records Manager.

Maintain a working knowledge of all of the Units within the Records Section and perform basic supervisory duties for employees in the absence of the other Unit Supervisors.

Perform related work as required.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Three years of experience in processing records requests, and at least one year of experience either supervising staff or serving in a leadership capacity. Such experience would normally be gained after graduation from an accredited college or university with a major in criminal justice, law, public administration, or a closely 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 this position will also be considered.

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

Knowledge, Skills and Abilities:

Thorough knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of the Wisconsin Public Records Law. Working knowledge of applicable law enforcement principles, practices and terminology. Knowledge of the full range of supervisory principles and practices, including hire, train, assign, document, discipline, schedule, and evaluate work performance. Ability to provide leadership to unit personnel and otherwise perform the full range of first-line supervisory responsibilities. Ability to communicate effectively both orally and in writing. Ability to manage multiple projects simultaneously, often under strict deadlines. Ability to exercise judgment and discretion. Ability to maintain confidentiality of information. Ability to prepare accurate documentation for all related activities. Ability to establish and maintain effective working relationships. Ability to work effectively with multi-cultural populations. Ability to maintain adequate attendance.

Necessary Special Qualifications:

Ability to meet the transportation requirements of this position.

The incumbent must have completed formal training in Open Records Law within 12 months of appointment. Failure to complete the required training will result in removal from the position, absent extenuating circumstances

| Department/Division | Comp. Group | Range |
|----------------------------|--------------------|--------------|
| Police | 18 | 10 |

Approved: _____
Harper Donahue IV
Human Resources Director

Date