

CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Supervisor, Police Records	BAND/LEVEL:	MGT I
DEPARTMENT:	Police Department	JOB NO:	5800
DIVISION:	Services Bureau/Support Services Division	DATE:	12/1/2017
REPORTS TO:	Police Lieutenant	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	221
REPLACES:	Supervisor, Police Records	LAST REVISED DATE:	3/25/2012

JOB SUMMARY STATEMENT: Plans, organizes, and supervises all aspects of the Police Records Unit. Is the primary Custodian of Police Records. Acts as the Department's technical expert in all matters relating to Police Records dissemination and retention requirements. Participates in all aspects of Police Records Unit activities and operations which include recording, copying, disseminating and storing confidential police records in accordance with federal and state laws, and city policies and procedures and Department Written Directives. Performs research and data retrieval when responding to Police Records Dissemination requests, Discovery requests and Court Subpoenas. Deals with the general public often as the first point of contact for the Police Department. Performs fingerprinting services for citizens. Responds to questions and requests for information from numerous sources, coordinates and prepares lawful responses to requests for police records, and resolves more complex problems upon subordinate staff referral.

DUTIES AND RESPONSIBILITIES:

1. Plans, organizes and supervises the activities and operations of the Police Records Unit; plans, prioritizes, assigns, and evaluates the work of the Records staff. Provides training and staff development.
2. Supervises and participates in the work performed by the Police Records Clerks which includes Criminal History Records Information (CHRI) checks; Discovery Requests from Municipal and District Court Prosecutors and Defense Attorneys; responding to Subpoenas; and responds to requests for police report disseminations. Enters criminal data into various secured and confidential internet based law enforcement databases and software applications; ensures quality customer service; oversees fee collections; manages citizen fingerprint scheduling; and manages Unit scheduling and payroll matters.
3. Acts as the Department's primary or alternate administrator for a variety of law enforcement applications such as: Intergraph Public Safety ILead's Records Management & INetViewer Computer Aided Dispatch, L-2 Video, Nice-Inform 911 voice recordings, and CrossMatch fingerprints.
4. Responds to questions and requests for information and resolves complex problems as referred by subordinate staff or other sources.
5. Ensures compliance with applicable laws, ordinances, guidelines, regulations, and Written Directives related to this position and area of responsibility. Ensures all applicable department policies and Written Directives are updated to meet the requirements of all relevant federal, state, and local regulations regarding management and dissemination of criminal justice records and CHRI.
6. Maintains and compiles statistical information, reports and data regarding records and fingerprinting activities and ensure all fees are properly collected and deposited.
7. Assists in Unit budget preparation; prepares cost estimates for future budget recommendations; submits justification for budget items; and, monitors and controls expenditures.
8. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be

available especially during regular business hours or shifts to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.

9. The employee must be punctual and timely in meeting all performance requirements, including, but not limited to, attendance standards and work deadlines; and are on time for beginning and ending assignments and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- High school diploma or equivalent which includes courses in keyboarding, general office practices, office machine operation, and business communications. College degree preferred.
- Must successfully pass polygraph exam and police background check prior to employment.
- Must obtain National Crime Information Center certification within 1 year of hire.
- **Access to the Kansas Criminal Justice Information System (KCJIS) is required, so the following KCJIS requirements apply:**
 - Must be at least 18 years of age
 - Must have not been convicted of a felony or serious misdemeanor.

EXPERIENCE:

- Three years of clerical experience in records management or customer service, preferably in a law enforcement environment. Supervisory experience preferred.

SKILLS:

- Attention to detail.
- Basic math and accounting skills.
- Excellent written and oral communication skills.
- Supervisory/leadership and teambuilding skills.
- Time management skills.
- Project management skills.
- Strong knowledge of windows-based word-processing, spreadsheet software, and Intergraph Records.
- Management System software applications.
- Human relations/interpersonal skills.
- Problem solving skills.

MENTAL REQUIREMENTS:

- Ability to meet deadlines.
- Ability to exhibit diplomacy and judgment when dealing with the public, city officials, and co-workers.
- Ability to train and guide others.
- Ability to recognize and protect confidential information.
- Ability to read and comprehend federal, state and local policies and regulations.
- Ability to carry out assignment through oral and written instructions.
- Ability to multi-task while working in an environment with frequent distractions.
- Ability to compute basic math computations.
- Ability to analyze and recommend possible solutions.
- Ability to learn and understand complex PC software applications.
- Alpha and numeric recognition.

PHYSICAL REQUIREMENTS:

- Ability to make and receive phone calls.
- Hand and eye coordination adequate to input computer, calculators and other office equipment.
- Visual stamina and acuity adequate to review alpha/numeric data and to spend long period looking at computer.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Direct:
 - Police Records Technicians

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.