



HUMAN RESOURCES DEPARTMENT  
**POSITION DESCRIPTION**

<b>TITLE:</b>	<b>Police Records Supervisor</b>	<b>LAST UPDATED:</b>	10/20/2016
<b>DEPARTMENT:</b>	Police	<b>JOB CLASS:</b>	
<b>REPORTS TO:</b>	Police Records Manager	<b>FLSA DESIGNATION:</b>	Non-Exempt

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**Summary:** Responsible for supervising and coordinating the daily operations of the division and work activities of the employees, ensuring customer, division, and department needs and requirements are met. Monitors procedural adherence to statutes, city policies, general orders. Supervises assigned records staff. Recommends and implements policies and procedures. Performs the duties of Senior Records Clerks and Records Clerks, as needed.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

**Essential Job Functions:**

- Supervises, instructs, coordinates schedules, and evaluates performance of assigned staff.
- Prepares written documentation on personnel related matters and operational activities to include hiring, disciplining, and recommendations for termination of staff.
- Identifies and coordinates training needs for Records Division personnel and conducts in-service training on current Records Division standards and practices.
- Establishes goals for and monitors the work product and production of employees to include incident and arrest report approval, public information requests, crash reports, alarm permits and expunctions.
- Retrieves and analyzes information for statistical purposes from Law Records and other sources.
- Prepares management level reports through narrative and statistical review of Records Division operations; presents ideas for strategic planning, enhancements to ordinances or established practices, and conclusions to proposed changes. Quarterly objectives are reviewed and updated.
- Evaluates the fiscal impact of the operations and costs associated with new technologies; evaluates and approves the purchase of supplies and equipment within limits of authority; requests approval and provides data/cost/needs assessments to the Records Manager for purchases beyond the scope of authority.
- Prepares various letters, memorandums, reports, and other correspondence to wide range of people, including briefs to the Office of the Attorney General for request for records that cannot be released to the public.
- Oversees the manual and automated records systems to identify potential problems, trends/probabilities and makes recommendations and/or initiates appropriate action or provides solutions.
- Oversees the establishment, maintenance, storage, and retrieval of records in accordance with established Texas State Library Archives Commission schedule and department policies.
- Creates and maintains priority guides and establishes deadlines for Records Division. Maintains Standard Operating Procedures (SOPs) for the division.
- Ensures the Records Division is compliant with all State and Federal legislation; ensures integrity and accuracy of data in Records Management System (RMS) and Uniform Crime Reporting programs to the State of Texas Department of Public Safety.
- Prepares the division's annual budget based on research and projection of work activity levels and equipment needs.
- Assists division personnel with their duties due to heavy workload and staffing shortages.

**Other Important Duties:**

- Must be available to work alternate shifts.
- Travels to meetings, conferences and training.
- Acts as Custodian of Record in absence of Records Manager.
- Performs duties as a Notary Public.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

**Required Knowledge and Skills:**

- Knowledge of RMS (Law Records).
- Knowledge of the Texas Public Information Act.
- Knowledge of the Uniform Crime Reporting systems.
- Knowledge of research, analysis, and retrieval techniques to develop statistical information.
- Knowledge of computers and related equipment, hardware and software.
- Knowledge of City policies and procedures.
- Skill in communicating effectively, clearly, and concisely, both orally and in writing.
- Skill in computer systems, specifically Microsoft Office programs
- Skill in planning and implementing departmental procedures and objectives.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.
- Skill in typing at least 40 wpm

**Preferred Education, Experience, and Certifications:**

- High School plus 30 hours of college credits, five (5) years customer service experience, one (1) year of which is in a leadership or supervisory role; **or** equivalent combination of education and experience.
- Must possess National Crime Information Center and Texas Crime Information Center Certifications.
- Must pass a pre-employment drug screen, criminal background investigation, polygraph test, and MVR check.
- Must possess State of Texas Driver's License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in a police department office setting.
- May be exposed to prisoners, irate and hostile individuals, emergency situations, and a high stress environment.

**Physical Demands**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	X	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X

Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.		Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.	X	Visual Acuity 2 - color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 - operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling - use upper extremities to exert force, haul or tug.		Walking - on foot to accomplish tasks, long distances, or site to site.	

**Work Environment**

Work performed is primarily:

*(X = Primary type of work performed)*

<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	
<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	X
<i>Medium work:</i> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	
<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.	
<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	

**Equipment and Tools Utilized:**

- Equipment utilized includes personal computer, copier, calculator, fax machine, other standard office equipment, video equipment, tape recorders.

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Approved By:

*John W. Bruce*

John W. Bruce, Chief of Police

*10/24/16*

Date

*Shannon K. Allyn*

Shannon K. Allyn, HR Generalist

10/21/2016

Date