



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Police Records Manager **LAST UPDATED:** 03/31/2014
DEPARTMENT: Police **JOB CLASS:**
REPORTS TO: Deputy Police Chief **FLSA DESIGNATION:** Exempt

Summary: Under direction of the Deputy Police Chief, the Police Records Manager maintains overall management responsibility for operations of the Police Records Division. This includes the development and management of database systems and personnel functions for the division.

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:

- Directs, instructs, schedules, reviews, and evaluates the work activities of police records clerks. Makes hiring and dismissal recommendations.
- Reviews, monitors, and coordinates the operations and functions of the Records Division and maintains compliance for Accreditation and ensures CALEA standards are met.
- Ensures the Records Division is compliant with all State and Federal legislation; ensures integrity and accuracy of data in database systems, Uniform Crime and Incident-Based Reports to the State of Texas.
- 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.
- Reviews, evaluates, and manages manual and automated records systems to identify potential problems, trends/probabilities and makes recommendations and/or initiates appropriate action or provides solutions.
- Creates and maintains priority guides and establishes deadlines for Records Division. Maintains Standard Operating Procedures (SOPs) for the Records Division.
- Develops and conducts division and departmental training programs regarding records management and provides on-the-job training to division personnel.
- Evaluates the fiscal impact of the operations and costs associated with new technologies; evaluates and approves the purchase of equipment within limits of authority; requests approval and provides data/cost/needs assessments for purchase beyond authority scope.
- Prepares division's budget based on research and projection of work activity levels and equipment needs.
- Manages the imaging technology for the Police Department; ensures access to archival documents is maintained and current documents are made available within guidelines as mandated by department policies.
- Oversees the establishment, maintenance, updating, storage and retrieval of information files in accordance with established Texas Records Maintenance Laws and department policies.
- Custodian of Records for the Police Department, responding to subpoenas and providing access to records as allowed by law and appearing at court hearings and trials. Makes decisions on when to seek legal counsel for subpoenas.
- Responds to public information requests, making determination as to what records and information is appropriate for release to the public.
- Prepares briefs to the Office of the Attorney General for requests for records that cannot be released to the public.

Other Important Duties:

- Travels to attend meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential

Required Knowledge and Skills:

- Knowledge of laws, rules and regulations related to police public record maintenance and storage.
- Knowledge of customer service methods and techniques.
- Knowledge of computers and related equipment, hardware and software for multiple database entry, storage, retrieval, research and statistical information.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- 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.

Preferred Education, Experience, and Certifications:

- Bachelor's Degree in Business Administration, Political Science or related field, **and** three (3) years customer service experience, two (2) years of which is in a managerial or supervisory role; **or** equivalent combination of education and experience.
- May be required to obtain Certified Records Manager Certificate issued within six (6) months from date of employment.
- Must possess National Crime Information Center and Texas Crime Information Center Certifications.
- Must pass a pre-employment drug screen, criminal background investigation, psychological and polygraph tests and MVR check.
- Must possess State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office setting.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to occasional bending, reaching, kneeling and lifting such as retrieving or replacing records of files.
- Must be able to occasionally lift up to 25 pounds.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, other standard office equipment and department vehicles.

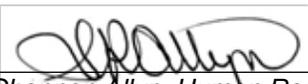
Approved By:

Signed by David Shilson, Deputy Police Chief

 David Shilson, Deputy Police Chief

04/23/2014

 Date



 Shannon Allyn, Human Resources Generalist

04/23/2014

 Date