

PROVO CITY CLASSIFICATION SPECIFICATION

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| Title: Police Records Supervisor | Job Code: 4204 |
| Date: February 27, 2018 | EEO Code: OC |
| FLSA Designation: Non-Exempt | Civil Service Status: Covered (UC) |

DEFINITION: This is a management position responsible for directing and supervising the Records Bureau within the Police Department.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to a Police Lieutenant and performs assigned tasks under general supervision. This work is distinguished by its supervisory and management responsibilities.

ESSENTIAL DUTIES: Administer and monitor the personnel and programs of the Provo Police Department Records Bureau; plan, prioritize, assign, supervise, coordinate, and review the work of Records personnel; design office functions and recommend innovative practices for the most efficient record keeping; prepare and administer the assigned budget, objectives, and procedures; recommend improvements in programs, processes and technology; handle highly confidential, specialized investigations; maintain records management system processes and user group; train police officers and records personnel on use of records management systems, and inform them of system updates; maintain equipment and report malfunctions; ensure that equipment and supply requests are processed; provide accurate information to the public in conformance with the *Government Records Access and Management Act (GRAMA)*; track personnel certifications; maintain Records Officer Certification with the Utah State Archive Office; compile, edit, and segregate case reports; report information to supervisors, the FBI, State of Utah, City Attorney, County Attorney, Police Chief, and the Courts; oversee all related office functions and ensure that work is performed properly and efficiently; analyze report data; make case reporting decisions.

Manage crime reports, including conducting the following steps: collect reports, proof case reports (i.e., ensure each report is complete and in conformance with IBR), edit cases, post case reports, and operate IBR-based administration and statistical information system; collect and deliver Utah Crime Reports to the State of Utah; compile, analyze, and maintain local statistical crime reports; maintain an efficient work group, even during major emergencies; fill-in as needed for missing personnel at critical times.

Identify, evaluate, and resolve personnel issues; conduct performance appraisals and enact discipline and rewards as needed; make staffing decisions within the section, including hiring and firing; prepare a timely and accurate budget for assigned area; order supplies; maintain and review a variety of work records, reports, documentation, and work specifications; review work of direct reports and serve as a technical resource; attend and lead staff meetings; assist staff members as needed; perform other related duties as required.

MINIMUM REQUIREMENTS: High School Diploma or equivalent and five (5) years of progressively responsible experience in office management, police records, or other job-related field, two (2) years of which must have been supervisory or managerial **OR** an equivalent combination of job-related education and experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience]. Preference for applicants with specific law enforcement experience.

License(s)/Certification(s): A valid, lawful Driver's License is required.

SELECTION FACTORS: *Knowledge of:* administrative and clerical support functions; related laws, codes, rules, and regulations governing functions of the position; policies and procedures established for the work system; the operations, functions, and terminology common to the work; basic English composition, spelling, and grammar; the National Incident Based Reporting System (NIBRS); the Government Records Access & Management Act (GRAMA); Utah State criminal and traffic code. *Skill in:* practicing trust-building behaviors. *Ability to:* supervise, organize, and review the work of assigned personnel; work independently with little or no direct supervision; quickly and accurately perform work; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both verbally and in writing; develop and maintain effective working relationships with the public, coworkers, and superiors; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Computer terminals, laser and form feed printers, copy machine, telephone, facsimile, dispatch radios, and other office equipment.

PHYSICAL DEMANDS: Must assume a seated position at a computer or desk for long time periods. Requires walking, climbing stairs, bending, and stooping.

ENVIRONMENTAL FACTORS: May include exposure to stressful situations or environments, including, contact with subordinates or the public in confrontational or emotional circumstances. *Note: Employees of this class may be subject to on-call status.*

R. Ferguson

Department Director

2-14-2018

Date

M. K...

Mayor/Chief Administrative Officer

2/27/18

Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.