

CITY OF BLACK HAWK
2024 Job Description

JOB TITLE:	Police Records Supervisor	DEPARTMENT:	Police Department
REPORTS TO:	Administration Commander	EXEMPT:	No
SALARY RANGE: \$36.4830 - \$51.0763 / HR			

SUMMARY

The Records Supervisor is a non-sworn classification responsible for the first-line supervision, coordination and direction of the Records Section. To plan, organize, supervise, coordinate, participate and direct the activities of the records section of the Police Department. Assist with the preparation of the annual budget. This position reports to the Administrative Lieutenant and exercises independent judgment and initiative to ensure the efficient and effective operation of the records system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, organize, assign and supervise the work of the Records Section in the performance of records management and retention functions.
- Develop, implement and modify clerical and informational systems and procedures to improve operations and ensure compliance with new and existing laws.
- Apply laws, court decisions, rules and regulations regarding use and confidentiality of police records and implement training and procedures to ensure compliance; approve release or inspection of police reports. Controls the handling of the special records such as sealed records, sex offender files, and etc.
- Assist in the preparation of the annual Police Department budget.
- Supervise the records personnel in the processing and maintenance of police reports and records such as criminal, arrest and accident reports.
- Work with other department personnel and the public in the use of the police records system.
- Supervise, train, and evaluate the work of the employees of the records section and overlook the assistance from communications.
- Maintains employee management logs and progress reports; completes annual evaluations.
- Supervise the records functions of scanning documents and NIBRS entries.
- Keeps the policies and procedures of the records department current and accurate.
- Is responsible and accountable for monies received monthly and the petty cash.
- Prepares statistical reports and annual departmental reports as requested. Is responsible for making sure all data input in the computer is accurate for the monthly reporting of the National Incident Based Reporting System (NIBRS).
- Schedules all training classes for officers and arranges for hotel and travel reservations.

QUALIFICATIONS

Knowledge of:

- Must have knowledge of the operation of the police records management system.
- Principles, codes, regulations and laws governing records management.
- Software programs such as Microsoft Word, Excel, and Outlook.
- Principles of office management, supervision, training and evaluation.
- Criminal justice procedures.
- National Incident Based Reporting System and Uniform Crime Reporting standards.
- Modern office procedures, techniques and equipment including principles of record-keeping and automated information systems.
- Research techniques and procedures.
- Organization, procedures and operating details of the Police Department.

Ability to:

- Understand the organization and operation of the city and of outside agencies as necessary to assume assigned responsibilities.
- Plan and organize the work of a police records and clerical support operation.
- Read and interpret laws, rules and regulations relating to law enforcement records.
- Operate a computer terminal.
- Communicate effectively, orally and in writing.
- Work cooperatively with other departments, outside agencies and the public.
- Supervise, train and evaluate subordinates.

Certifications:

- Valid Colorado driver's license with safe driving record.
- Must have a current CCRT (Colorado Certified Records Technician) Master certification.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of technical experience in police records work.

Education:

High school diploma or GED.

PHYSICAL DEMANDS

Perform the essential job functions physically. Maintain physical condition and fitness to meet the demands as follows:

- Sit for extended periods of time, position oneself in front of various computer workstations, ability to function for extended periods of time.
- Carryout light physical work to include handling objects up to 25 pounds occasionally and/or up to 10 pounds frequently.
- Reach overhead and bend down to retrieve items and documents from various locations.
- Hear within an acceptable range to carryout conversations and understand relevant facts of an urgent nature over the radio, telephone and in person.
- Reach, stoop, hear, see, bend and touch within levels that the essential job functions can be accomplished.

NECESSARY REQUIREMENTS

- Must pass a thorough background investigation, including but not limited to, a polygraph examination, psychological assessment and statement from a Credit Reporting Bureau. Applicants with a record of conviction for serious misdemeanors or felony crimes will be disqualified.
- Must be able to perform in a busy environment with frequent interruptions
- Employees are expected to follow all types of safety rules and use the department provided safety equipment, to include but not limited to seat belts, safety glasses, body armor, ear protection, etc.

COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or those authorized to work and live in the United States.

I have read and fully understand the duties of the job description.

Signature: _____

Date: _____