**Supervisor, Police Records Standard Job Description**



**Classification Title:** Supervisor, Police Records

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 11

**Minimum Pay:** $22.25

**Job Description Summary:**

The Police Records Supervisor is responsible for coordinating and overseeing the records operations of University Police and providing support to the Chief of Police, Assistant Chiefs of Police, University Police personnel, and the general public. Coordinates and oversees the daily records operations of the University Police department.

**Essential Duties and Tasks:**

**50%: Records Management**

* Oversees data entries for accuracy; assigns, coordinates and reviews compilation and collection of daily reports generated by the department; assist UPD departmental personnel with Central Square (RMS - Records Management System).
* Maintains the department’s Records Management System (RMS).
* Maintains documentation of requests for release of records; ensures accuracy of confidential records and files; coordinates, performs and ensures accuracy of arrest or citation background checks requested from other state or federal law enforcement agencies.
* Coordinates monthly reports (NIBRs, statistical reports, and monthly UPD reports); ensures accuracy of documentation and reports provided by other Records personnel, for departmental officers for their court appearance.
* Provides report information to the public and university officials.
* Requires operating a motor vehicle to and from the department to appropriate courts, attorney’s offices, and other law enforcement agencies.

**25%: Management / Supervisory**

* Plans, organizes, and coordinates the everyday operations of the Records Unit and supervises four Police Records Technicians.
* Trains and supervises records support staff.

**5%: Administrative Support:**

* Supports University Police Department personnel and provides assistance to populations of students, faculty and staff.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school diploma or equivalent combination of education and experience.
* Eight years of related experience in general office or clerical work, to include four years of experience in a law enforcement environment.

**Required Licenses and Certifications:**

* Valid state-issued vehicle operator’s license or ability to obtain within 30 days of employment.

**Required Knowledge, Skills, and Abilities:**

* Working knowledge of spread sheet and word processing.
* Leadership and management skills.
* Strong interpersonal and communication skills.
* Keyboarding skills.
* Ability to multi-task and work cooperatively with others.

**Machines and Equipment:**

* Computer – 35 hours
* Telephone – 5 hours
* Copier – 1 hours
* Fax – 1 hour

**Physical Requirements:**

* Ability to move light, moderate, or heavy objects.

**Other Requirements and Factors:**

* May be required to work weekends, holidays, and hours other than Monday through Friday, 8 am to 5 pm.
* May require out of town travel.
* New hires must successfully pass a typing test with a score of 45 words per minute, oral interview board, and a background investigation to include, but not limited to driving history and criminal background history.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**​​☐​ Yes**

**​​☒​ No**

**Does this classification have the ability to work from an alternative work location?**

**​​☐​ Yes**

**​​☒​ No**