



# City of Peoria

## HUMAN RESOURCES

### **Title:** Police Records Supervisor

**FLSA STATUS:** Exempt from overtime under FLSA.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from the Administrative Services Manager.

Exercises direct supervision over Para-professional and professional staff.

**MINIMUM QUALIFICATIONS**

- **Education:** Two year Associates degree or equivalent from an accredited college or university with course work in public or business administration, or a related degree or equivalent.
- **Experience:** Minimum of three years related experience including two years of supervisory or administrative responsibility. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** None Required

**PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- Previous supervisory experience.



**JOB SUMMARY**

The Police Records Supervisor is responsible for supervising the Police Records Unit. The Police Records Unit is responsible for police report quality assurance and distribution, public records requests, tracking of city and juvenile referrals, assisting citizens at police department and processing subpoena requests. Additionally this position is responsible for performing internal audits on crime data that is used by the department and multiple outside agencies for crime analysis and staffing deployment. This position functions as the subject matter expert over the Records Management System and department, state and national regulations and represents the Records unit in meetings with citizens, management and department employees.

**ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	The Records supervisor reviews and adjusts procedures based upon internal and external regulations and efficiency needs. Records are due to other departments, agencies and citizens in a specific time frame, the supervisor must ensure the unit is satisfying these deadlines for customer service needs and police report processing.
2	Ensures police report crime classification is correct so that crime reporting information from Records Management System, is in compliance with department, state and federal regulations.
3	Makes recommended changes during meetings that affect the procedures of the Records unit. This may include, but is not limited to, changing a PSA procedure on department redaction, changing steps in the submittal process, adding front desk security procedures, or changing report merging or quality assurance requirements.
4	Assigns, reviews and plans work for employees; conducts performance evaluations, monitors behaviors, revises or adds procedures, provides training, conducts unit meetings, follows and communicates department, state and federal regulations.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with "X"</b>					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
<b>Sedentary</b>	<b>X</b>	<b>Light</b>	<b>Medium</b>	<b>Heavy</b>	<b>Very Heavy</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>Work Environment for this position is indicated below with "X"</b>				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
<b>Office</b>	<b>X</b>	<b>Outdoors</b>	<b>Vehicle</b>	<b>Office and Field/ Plant/ Warehouse</b>
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, telephone, copier, scanner, fax machine, printers, calculator, smart phone and related software.

**PROTECTIVE EQUIPMENT REQUIRED:**

None required.