

**CITY OF VALLEY CITY, NORTH DAKOTA
POLICE RECORDS MANAGER**

JOB DESCRIPTION

Title: Police Records Manager
Department: Police Department
Reports To: Chief of Police

Date: 04/06/2024
FLSA: Non-Exempt
Class Grade: B-21

POSITION OBJECTIVE and PURPOSE:

The Police Records Manger plans, directs, and coordinates the activities of the Police Records Center; acts as custodian of police department records; utilizes criminal justice information systems to obtain records; and performs related duties as required.

ESSENTIAL DUTIES:

Essential functions may include, but are not limited to, the following:

1. Plans, directs, and coordinates the activities of the Police Records Center; develops goals, objectives, and strategic plan for the operation of the Records Center; develops and recommends policy and procedural changes to the Chief of Police; develops and enforces records dissemination policies and retention policies and recommends changes to the City Attorney based on changes in legislation.
2. Acts as Custodian of Records: manages department records management system (RMS); maintains and updates department records retention schedule; establishes rules regarding inspection and copying of department public records; identifies records or portions of records that are confidential or exempt under state or federal law; establishes rules regarding processing of subpoenas for production of records; ensures availability of a current schedule of fees for public records, as allowed by law; ensures department compliance with subpoenas and court orders; receives, approves, and maintains all court ordered records seals and coordinates such activities with the State's Attorney's Office, Court Clerk, private attorneys' and petitioners.
3. Utilizes criminal justice information systems to perform records maintenance and retrieval functions including RMS, NCIC, NDCJIS, and TraCS.
4. Acts as department Terminal Agency Coordinator for NDCJIS: serves as the point of contact for matters relating to CJIS information access; administers CJIS systems programs within the department and oversees the department's compliance with CJIS systems policies.
5. Prepares training on RMS for use in the classroom and on the shared department network drive; conducts training on state and federal criminal justice information systems for both law enforcement and unlicensed personnel.

6. Utilizes computer software in the performance of duties including Word, Power Point, Excel, Outlook, HP Scanning Software, and Access.
7. Ensures monthly Uniform Crime Statistics Reports are compiled for the State of North Dakota and the FBI; participates with federal agencies in the development of the National Incident Based Reporting System.
8. Conducts computer research including executing ad hoc programs and preparing reports on calls for service for specific incidences and crimes, locations and dates as requested by members of the department, the media and private citizens.
9. Reviews and analyzes the Record Center's needs for technology, researches hardware and software, and makes recommendations to Chief of Police.
10. Represents the department on standing committees such as: employee advisory and safety committee, computer liaison, automated field reporting, laptop, document imaging, and any appropriate State of North Dakota committees.
11. Utilizes computer terminal to retrieve and input data; checks data input to police records for accuracy and completeness.
12. Ensures that appropriate departmental forms are developed, kept up to date, and maintained in reasonable supply.
13. Assists persons at the Police Department Customer Service Window with payment of fines/fees, issuance of animal and/or bike licenses, delivery of documents, mail and packages, etc; answers questions and receives complaints.
14. All other duties of a same or similar nature, as assigned.

KNOWLEDGE & SKILLS:

Must possess or have the ability to obtain thorough knowledge of the following:

- o Rules, regulations, policies, and procedures of the Records Center and the Valley City Police Department;
- o Federal, state, and local laws and regulations related to managing criminal justice information including regulations imposed by each records repository
- o Rights of privacy and confidentiality for individuals
- o Laws, regulations and rules related to access to open records, including confidential and exempt records
- o Effective records management and retention principles

- o Effective modern office procedures including clerical procedures, records maintenance and filing, computer hardware and software used for records maintenance, and performing routine office functions

Must possess or have the ability to thoroughly develop the following skills:

- o Plan, direct, and coordinate the activities of a police records center;
- o Develop and implement policies and procedures pertaining to police records and civil processing activities
- o Monitor and evaluate the automated systems used by the department and the Records Center
- o Utilize a computer terminal to input and retrieve data
- o Conduct research and data analysis
- o Prepare reports, training materials and manuals
- o Conduct effective training for staff and police personnel;
- o Compose correspondence using correct grammar, spelling, and punctuation
- o Maintain records, logs and file
- o Communicate effectively verbally and establish and maintain effective working relationships with those contacted in the course of work.
- o Efficiently and competently use office equipment including computers.

MINIMUM QUALIFICATIONS:

High School Diploma or equivalent; four years of experience performing criminal justice information systems data maintenance and retrieval duties, with demonstrated growth or advancement in complexity, difficulty or level of responsibility; valid driver’s license; must pass pre-employment background check which includes criminal history, credit history, and drug/alcohol screen.

PHYSICAL REQUIREMENTS:

Vision sufficient to read rules, regulations, policies, procedures, legal documents, computer screens and computer print outs; hearing sufficient to hear conversational levels in person and over the telephone; speech sufficient to make oneself heard in person and over the telephone; dexterity sufficient to operate office equipment including computer keyboards; strength sufficient to lift and carry routine office supplies; mobility sufficient to move around in an office setting and travel to other sites inside and outside the City; endurance sufficient to maintain efficiency throughout entire shift.

WORK ENVIRONMENT

Primary work environment is a climate-controlled office setting; however, employee may be exposed to hostile or violent persons in the course of providing police records or explaining laws and regulations to members of the public. Employee may be required to work evenings, weekends, and holidays.