

POLICE SERVICES SUPERVISOR

SUMMARY:

Under limited supervision, oversees and manages the Police Records Section; supervises and trains assigned staff. Supervises the maintenance, compilation, retrieval and distribution of official police documents; acts as a liaison with Florida Department of Law Enforcement (FDLE) Uniform Crime Reporting Section (UCR) to ensure compliance with reporting compliance; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: (which are **not** in any hierarchical order)

1. Supervise, train, and evaluate assigned staff in the Records section, conducts employee evaluations, and approves timesheets. Counsel employees on performance related issues including disciplinary actions; evaluates, assigns, and reviews workload of staff and makes recommendations for procedural changes.
2. Assists in interviews of potential new employees; assists in training staff in the proper application of City and departmental policies and procedures
3. Responds to confidential phone calls from agencies seeking record information and provides information in order to assist agencies in law enforcement duties following established procedures, rules, laws and guidelines.
4. Prepare and respond to public records requests to include court ordered capital collateral cases, expunged/sealed records; disseminate and purge such records according to the State of Florida guidelines.
5. Prepares incident reports and statistical summaries from unit records in order to assure accurate records of police activities and actions and to provide summary information to management personnel
6. Assists public, departmental personnel and representatives from other agencies in obtaining police related information.
7. Ensure proper document scanning on the Electronic Document Management System; oversees the maintenance of an organized and accurate filing system.
8. Maintain and distribute keys for department personnel.
9. Review and approve incident reports submitted by department personnel ensuring compliance with UCR guidelines.
10. Ensure strict adherence to FDLE standards to validate FCIC/NCIC entries to ensure each record is complete, accurate, outstanding or active.
11. Acts as Records Custodian for Police Department to include receiving subpoenas and responding to court proceedings.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of local, state and federal regulations affecting work.
- Knowledge of supervisory practices, office management principles, practices, and procedures.
- Knowledge of modern records management and techniques.
- Knowledge of departmental policies and procedures.
- Knowledge of English usage, spelling, grammar and punctuation.
- Knowledge of terminology, policies and procedures associated with public document retention.
- Knowledge of the Florida rules and regulations for retention and destruction of records
- Skill in effectively dealing with the public and other agencies.
- Skill in accurately recording and maintaining records.
- Skill in planning, assigning, supervising, training, and evaluating the work of subordinates performing a variety of functions.
- Skill in using personal computers, standard and customized software application, common and specialized office machinery and equipment.

POLICE SERVICES SUPERVISOR

- Skill in utilizing appropriate interpersonal skills when interacting with confrontational individuals
- Ability to communicate effectively both orally and in writing.

- Ability to establish and maintain effective working relationships with department personnel as well as with other organizations outside the City

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves light work generally in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 50 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Associate degree from an accredited college or university with a major in Business Administration or related field, with three (3) years administrative experience, including one (1) year of supervisory experience in a law enforcement environment, or any equivalent combination of training and experience.