

# State College Borough

## Supervisor, Police Records

### Job Description



**REPORTS TO:** Assistant Chief of Police  
**ROLE & LEVEL:** L1

**DEPARTMENT:** Police Administration  
**FLSA STATUS:** Exempt

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#### **WORK OBJECTIVE:**

The Police Records Supervisor is responsible for maintaining the integrity and accuracy of all records and data collected from record creation to record destruction with regard to departmental policy, laws, and accreditation standards. Position requires a complete understanding and wide application of principles, theories, and concepts in assigned function or business area.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Maintains quality control of police records; checks for errors and directs corrections as needed; identifies problems and recommends solutions through training, software changes, etc.
- Responds to requests for criminal history and police report disseminations; corrects any errors in criminal history records; provides assistance and guidance to applicants or requestor's as needed
- Responds to requests for reports or information from various public agencies and individuals
- Reviews all formal requests made by the media and general public as required under Pennsylvania's Right to Know Law and responds as appropriate
- Responds to subpoena requests for records; verifies validity of subpoenas; enters requestor's information in the department dissemination log; attends civil hearings as needed
- Prepares and submits the monthly Uniform Crime Report; reviews data to ensure accuracy and corrects any discrepancies; enters the report in the Pennsylvania Uniform Crime Reporting System
- Directs, oversees, and participates in the destruction of police records in accordance with departmental policy and procedures
- Types correspondence and composes letters for report summaries and report verification requests
- Coordinates CLEAN/NCIC validations and submits responses to the state before the due date
- Assists with front desk scheduling; provides coverage as needed

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- Attends various meetings, training seminars, and webinars
- Logs all disseminations into department dissemination log
- Responds to phone calls and e-mail requests

#### **Supervision:**

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates Records Section personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline and termination procedures

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of pertinent federal, state, local laws, codes and regulations and the Pennsylvania Crimes Code
- Knowledge of and ability to use the police records management system and other applicable software related to records maintenance
- Knowledge of criminal justice system-practices and procedures
- Knowledge of police terminology
- Skill in the use of Microsoft Office products (Word, Outlook, Access, and Excel)
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to maintain strict confidentiality of sensitive employee and organization information at all times
- Ability to correctly interpret and efficiently implement all applicable policies and procedures
- Ability to maintain detailed accurate records and create and maintain databases
- Ability to meet and deal with the public with tact and diplomacy
- Ability to communicate effectively, verbally and in writing
- Ability to delegate, manage, and supervise effectively

#### **MINIMUM QUALIFICATIONS:**

High school diploma or GED; supplemented by two or more years' progressively responsible experience in police department or comparable organization; or an equivalent combination of education, certification, training, and/or experience. Must have JNET Criminal History certification. This position requires a criminal background evaluation and a valid Pennsylvania Driver's License.

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In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

#### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree in criminal justice or related field

#### **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station.

#### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

#### **SENSORY REQUIREMENTS:**

Some tasks require manual dexterity. Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

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The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

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Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date