

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

- I. Position Title: Police Records Specialist
- Revisions Date: 02/11  
EEO Code: Admin. Support  
Status: Non-exempt  
Control No: 30414

II. Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the Records Manager and the Assistant Records Managers, performs a variety of routine to complex office duties as needed to process, maintain and disseminate automated and manual police records to the appropriate city departments, outside agencies and the public. Records Specialists will be trained in all essential duties but will perform specific duties based on their assignment to either the Information or the Report Review Team.

III. Essential Duties:

**INFORMATION TEAM:**

Receptionist/Data Entry Position:

- Receive and direct incoming calls to the police department using a multi-line computerized phone system.
- Receive and direct walk-in public.
- Receive, stamp, deliver and/or route equipment and supply deliveries.
- Maintain daily in/out log of office personnel and on duty officers.
- Sort, data enter and file citations into computerized records management system.
- Audit case report files for missing cases, filing and attachment errors.
- Perform functions of cashier calculating and collecting fees, balancing cash drawer and preparing daily deposits.
- Meet certified cashiering standards through City Treasurer.
- Maintain City Treasurer Certification by explaining all outages in writing that are over \$5 each day, balancing 80% of the time in a 30 day period and keeping cumulative outages to less than \$200 in a 3 month period.
- Maintains a resource book with updated contact information and services that may be needed by the public and/or police personnel. Keep officers' schedules updated to be used as a reference for records personnel.
- Data enter police case reports into the records management system.
- Certify and maintain BCI (Bureau of Criminal Identification) certification. Testing and certification must be renewed every two years.
- Cross train on all positions of the Information Team to provide coverage as needed.

Data Entry/Cover Position:

- Sort and distribute all incoming and outgoing mail and deliveries.
- Cover for the Receptionist/Data Entry position as needed.
- Process, scan and data enter citations into the police department scanning and records management system.
- Review, process, copy, scan and data enter vehicle accidents into the records management system.
- Receive and process all report requests from insurance companies.
- Obtain and maintain notary certification and perform notary services for the public and city personnel.
- Maintain pre-paid accounts for insurance companies.
- Certify and maintain BCI certification. Testing and certification must be renewed every two years.
- Cross train on all positions of the Information Team to provide coverage as needed.

Release of Information Position:

- Assist the walk-in public with report requests
- Process background checks for employment, military, VISA's, adoptions, Rights of Access, outside agencies and Clearance letters.
- Process all report requests from the public, officers, attorneys, authorized agencies and subpoenas.
- Receive, process and document into computer report requests, GRAMA (Government Records Access Management Act) requests, subpoenas and evidence photos according to city, state and federal laws and regulations.
- Process and issue Alcohol Work Cards.
- Release information to the public, attorneys, authorized agencies and officers, etc. according to city, state and federal laws and regulations.

BCI/TAC Position:

- Represent Sandy City Police Department as the Terminal Agency Coordinator (TAC) through BCI. Must train, test and certify for this position.
- Responsible for training, testing and certifying all police department personnel who use the BCI systems.
- Ensure the police department is in compliance with all BCI rules and regulations for audits by BCI and the FBI.
- Process all NCIC (National Crime Information Center) entries, cancellations, verifications and validations on a daily and monthly basis.
- Assist Information Team as needed.

**REPORT REVIEW TEAM**

Report Review Position:

- Print case log from Dispatch for previous 24-hour period.
- Receive, process and log incoming case reports. Review and data enter case reports into the Records Management System, ensuring all information is complete and in compliance with city, state and federal laws and regulations.
- Complete a "Request for Correction" notice to officers when an error is found.
- Data enter and document non-priority stolen and recovered items into the NCIC system according to BCI rules and regulations.
- Scan and index all reports into the document imaging system.
- Disseminate and document case reports sent to appropriate agencies, cities and department personnel according to city, state (GRAMA) and federal (Privacy and Security Act) laws and regulations.
- Receive and process dispositions from the City Attorney's office (declinations, screening worksheets, etc.) to update case reports and arrest records in the records management system.
- Review, process and data enter follow-up reports received from officers and detectives to ensure quality control. Update information in the records management system, document imaging system and BCI.
- Perform weekly reports for missing cases.
- Perform weekly and/or monthly reports for active cases.
- Create, purchase, inventory and stock all department forms.
- Receive and process all court ordered expungement requests.

IV. Marginal Duties:

- Perform other duties as assigned.
- Perform special projects as assigned.

V. Qualifications:

**Education:** Requires a High School diploma or equivalent and one year of clerical/ secretarial training or experience. Accounting and bookkeeping skills preferred.

**Probationary Period:** A one year probationary period is a prerequisite to this position.

**Knowledge of:** Police terminology and practices, police records procedures, information and privacy laws, clerical and general office practices, procedures and various types of office equipment, filing, typing, correct English usage, reading comprehension skills, spelling, vocabulary, basic math and algebra statistical methods.

**Responsibility for:** Great responsibility for the care, condition and use of materials, equipment, money and tools and for making decisions which affect the activities of others. Because privacy and security is of utmost importance, every single case that is worked is handled discretely.

**Communications Skills:** Ability to professionally furnish and obtain information from other departments; frequent contacts with executives on matters requiring explanations and discussions; contacts with other enforcement agencies; regular and frequent outside contact with persons of high rank, requiring tact and judgement to deal with, and influence people; frequent contact with press and community groups; requires well developed sense of strategy and timing; communicate effectively verbally and in writing.

**Tool, Machine, Equipment Operation:** Frequent use of Records Management System; frequent use of a computer; ability to operate various word processing and database software, fax machine, copy machine; regular use of a printer; a computerized phone system; type 35WPM.

**Analytical Ability:** Prioritize and organize tasks; receive, process and disseminate police information according to city, state and federal laws, rules and regulations; good reasoning and comprehension skills; good basic math skills; good reading comprehension skills.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds. Constant attendance is required.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; pressure and fatigue exist during a normal workday due to daily exposure to deadlines and decision making requirements. Work assignments are broad and performed with little or no supervision or checking; refer work to supervisor only when policy questions arise. May work a rotating day and/or afternoon shift.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT./DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_