CLASSIFICATION ADDENDUM

Job Title: Police Office Supervisor
Classification Specification: Associate Manager
Barg Unit: Non
Pay Grade: C44

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*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Police Office Supervisor coordinates complex program/sub-program areas, and administrative activities for the Office of the Chief, in accordance with general directives or office policy and procedures; supervises the operation of the Police Records Unit; supervises non-sworn staff, and monitors the training of new staff; interprets policy, rules and regulations; makes recommendations regarding policies that affect assigned areas, and develops policy and procedures; serves as an information resource for complex assignments; completes special projects; provides technical direction and problem resolution related to law enforcement services; supervises the planning, development, and implementation of recordkeeping programs; monitors the release of information to the public; supervises the removal of case files from the unit; participates in the preparation, administration, and monitoring of the department budget and related financial control systems; participates in meetings and interacts with representatives from other agencies; receives visitors to the Office of the Chief, and provides information or refers as needed; serves as Records Custodian with criminal and civil courts/subpoenas; ensures proper records compliance for various confidential records; acts as Department payroll liaison; participates in the regional joint management of the regional criminal justice computer system; serves ascriminal justice computer Security Administrator and Law Enforcement Data System (LEDS) representative for department; maintains communication with all command levels in department. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:
- In the field of criminal justice, business, office management or related field, with progressively responsible experience in staff support positions in a law enforcement or criminal justice recordkeeping unit, including supervisory or lead experience.

Licensing Requirements:
- Possession of, or ability to obtain, a Law Enforcement Data System (LEDS) certification within 12 months of appointment.

Knowledge:
- Federal and State laws governing public records and archive retention;
- Law enforcement record keeping systems; law enforcement or criminal justice calltaking;
- Data gathering, entry, and compilation methods; office management principles and practices;
- Timekeeping, financial recordkeeping procedures and requirements.

Essential Characteristics and Duties Addendum

Skills: *(Demonstrated skill in performing the following)*
- Utilizing departmental and interagency data access methods;
- Preparing, maintaining and submitting accurate and timely payroll records;
- Organizing the maintenance and use of law enforcement forms, department records, and standardized documents;
- Maintaining confidential files and records.

Qualification For Grade Progression: N/A

Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Police Department employees hired after June 1986 must refrain from the use of tobacco products while on duty.

Addendum History

Created: 2012.01
2016.04 – Revisions by HR