

# POLICE RECORDS DIRECTOR

## Recruitment #

<b>List Type</b>	EXEMPT
<b>Requesting Department</b>	Milwaukee Police Department
<b>Open Date</b>	May 20, 2022
<b>Filing Deadline</b>	June 10, 2022
<b>HR Analyst</b>	Jamie Heberer

## INTRODUCTION

**This position is exempt from Civil Service and serves at the pleasure of the Chief of Police.**

*Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old-world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.*

*The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.*

## PURPOSE

The Police Records Director is responsible for the efficient and effective operation of the Milwaukee Police Department (MPD) Records Management Division and Open Records Section, ensuring rules, policies, and guidelines are followed according to the National Incident Based Reporting System (NIBRS).

## ESSENTIAL FUNCTIONS

### Operational Management

- Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for daily operations and activities of the records management division and open records section.
- Participate in staff selection, coaching, counseling and discipline.
- Develop and execute goals, objectives, policies, procedures, processes, operational manuals, and systems.
- Monitor work activities to ensure compliance with established policies and procedures and make recommendations for changes and improvements; create efficiencies that reduce wait time in satisfying public record requests.
- Supervise staff training and education, including for the Records Management System (RMS) and NIBRS.
- Monitor the Records Management Division's work activities and ensure that quality and timeliness report processing standards are met and appropriate services are provided.
- Serve as the liaison with the Federal Bureau of Investigation (FBI) for records-related matters; ensure assure accuracy of crime coding and compliance with NIBRS regulations.
- Monitor Open Records Section activities and ensure that quality and accurate public records requests are provided within legal standards.

### Strategic Organizational Management

- Prepare and administer the records management program budget; submit budgetary recommendations and monitor expenditures.
- Prepare and assess analytical and statistical reports on operations and activities.

### Technology Compliance

- Supervise the legal and procedural developments related to law enforcement records.
- Stay apprised of trends and innovations in records management, including participating in professional associations.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

#### CONDITIONS OF EMPLOYMENT

- Must be willing and able to work beyond standard business hours to meet the needs of the MPD.

#### MINIMUM REQUIREMENTS

1. **Bachelor's degree in business or public administration or a related field from an accredited college or university.**
2. **Five years of progressively responsible experience working with a law enforcement agency in the field of police records management, including two years at a supervisory level or above**
3. **Valid Driver's License at time of appointment and throughout employment.**

**Equivalent combinations of education and experience may be considered.**

**NOTICE:** Please do not attach your academic transcripts to your employment application. The hiring department will verify candidates' education as part of the background screening process prior to extending any job offers.

#### DESIRABLE QUALIFICATIONS

- Master's Degree in business or public administration or a related field from an accredited college or university.

#### KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

##### Technical

- Knowledge of the principles and practices of data research, storage, retrieval, processing, retention, and disposition.
- Skill in organizing and operating a law enforcement RMS.
- Ability to understand and to apply federal, state, and local laws, codes, and regulations related to police record management, including those related to privacy and personally identifiable information.
- Ability to analyze and prepare statistical reports.
- Ability to prepare and analyze budgetary reports. Proficiency using standard software (word processing, database, spreadsheets, and presentation programs), and other enterprise systems, such as the NIBRS-database.

##### Communication/ Interpersonal

Strong written communication skills, including the ability to prepare reports, policies, and correspondence.

- Strong verbal communication skills including the ability to effectively summarize policies and procedures and to present to groups.
- Ability to establish and maintain effective working relationships with coworkers, the community and local officials.

## Management

- Ability to direct day-to-day operations independently while maintaining a high level of accuracy of the work unit.
- Ability to assign work, evaluate performance, select staff, and train and develop employees.
- Ability to establish and maintain a cohesive work environment of inclusion wherein all employees are treated respectfully, are valued for their strengths, and feel that they can safely express themselves.
- Ability to perform strategic planning to create efficiencies and to ensure that the work of the division aligns with the MPD's mission and vision.
- Ability to evaluate and apply conflict resolution strategies.

## Judgment and Professionalism

- Skill in problem solving.
- Ability to make effective decisions and to use sound judgment.
- Ability to work in a high-volume environment efficiently and accurately under pressure while adhering to deadlines.
- Ability to plan, organize, and manage multiple tasks.
- Ability to administer honesty, integrity, and humility while providing impartial stewardship.
- Ability to appropriately handle sensitive information and to maintain confidentiality.

## **CURRENT SALARY**

The current salary range (1MX) is **\$99,369 - \$139,123** annually, and the resident incentive salary range for City of Milwaukee residents is **\$102,350 - \$143,297**. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program which includes:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Paid Parental Leave
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

## **SELECTION PROCESS**

- Screening for this position will be based on an evaluation of each applicant's education, experience, and professional accomplishments, which should be detailed in a cover letter and resume.
- Cover letter and resume must be sent via email to **Human Resources Analyst-Senior Shrea Whitten at [shwhit@milwaukee.gov](mailto:shwhit@milwaukee.gov)** by 4:45 p.m. on **June 10, 2022**.
- Please indicate **"Police Records Director"** in the subject line of the email.
- Questions relative to the selection process may be directed to **Human Resources Analyst-Senior Shrea Whitten at [shwhit@milwaukee.gov](mailto:shwhit@milwaukee.gov)**.
- The City of Milwaukee reserves the right to invite only the most qualified applicants to participate in the selection process.

**INITIAL FILING DATE:**

- The selection process will be conducted as soon as practical after **June 10, 2022.**
- Receipt of application materials may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

**Note: The selected candidate must pass a Milwaukee Police Department Background investigation before hire.**

**CONCLUSION**

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*