



Milwaukee Police Department
Police Administration Building
749 West State Street
Milwaukee, Wisconsin 53233
<http://www.milwaukee.gov/police>

Alfonso Morales
Chief of Police

(414) 933-4444

January 4, 2019

The Board of the
Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, WI 53202

RE: REQUEST FOR RECRUITMENT/ELIGIBLE LIST FOR POLICE RECORDS SUPERVISOR

Dear Commissioners:

I respectfully request that your Honorable Commission refer this request to the Department of Employee Relations (DER) to conduct recruitment, administer an examination, and provide an eligibility list for the position of Police Records Supervisor as soon as administratively possible. Under the direction of the Police Records Manager the Police Records Supervisor supervises the daily operations of the Records Management Division. Plan, prioritize, assign, supervise, and review the work of Records Management personnel and ensures subordinates are adequately performing job duties. In addition, the Police Records Supervisor, prepare process, distribute and maintain a variety of written reports and records to include daily, weekly, monthly, quarterly or annual reports.

Attached please find a job description for the position. Department representatives are available to assist DER staff in this matter. If you have questions regarding this matter, please contact Human Resources Analyst-Senior Cathy Walker-Harris at (414) 935-7683.

Sincerely,

ALFONSO MORALES
CHIEF OF POLICE

AM:cwh
Attachment

JOB DESCRIPTION

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

FOR DER USE ONLY

Vacancy No. _____

City Service _____

Commission: _____

Fire & Police _____

Commission: _____

Finance _____

Committee: _____

Common _____

Council: _____

1. Date Prepared/ Revised: 12/23/2018		2. Present Incumbent: None.		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
3. Date Filled: 8/13/18		4. Previous Incumbent: Michelle Wynveen			
5. Department: POLICE DEPARTMENT		Bureau: Division: Records Management Division		Unit: Section: Records Management Div.	
6. Work Location: 2333 N. 49 th St. Milwaukee, WI 53208		Telephone: 935-7340 Email:		Work Schedule: Full-time Hours: 7:30am-3:30pm Days: M-F	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Bargaining Unit: Management, General City If in District Council 48, which local?		8. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
10. Official Title: Police Records Supervisor		Pay Range 1AX		Job Code 2347	
Underfill Title (if applicable):					
Requested Title (if applicable):					
Recommended Title (DER Use Only):		Approved by: _____ Date: _____			

11. BASIC FUNCTION OF POSITION:

Under the direction of the Police Records Manager supervises the daily operations of the Records Management Division. Plan, prioritize, assign, supervise, and review the work of Records Management personnel. Ensure direct reports are adequately performing job duties

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** ☒ or **Underfill Title** ☐):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
100	Plan, prioritize, assign, supervise, and review the work of Records Management personnel. Ensure direct reports are adequately performing job duties.
	Review reports for accuracy and timely processing; provide expertise regarding records management systems and respond to questions from department work locations regarding report documenting requirements.
	Review required documentation to ensure accuracy and timely completion; correct or instruct members to make necessary corrections.
	Prepare, distribute and maintain a variety of written reports and records to include daily, weekly, monthly, quarterly or annual reports. Review vehicle/equipment log sheet for compliance. Conduct personnel, equipment, building and work location inspections.
	Prepare and maintain direct reports work schedules; receive sick calls/monitor sick time usage, schedule overtime as needed. Maintain personnel files. Record daily payroll entries and complete bi-weekly payroll.
	Assist with training and orientation of new employees. Provide training, guidance, and counseling to assigned members; complete employee performance evaluations and reviews as required.
	Maintain adherence to Department Rules and Standard Operating Procedures and Instructions. Recommends and/or administers corrective actions.
	Special projects as assigned by the Police Records Manager.
	When necessary, fill in for higher level manager.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
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The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	PERIPHERAL DUTY
	Participate in additional training as needed to keep abreast with changes to: information technology, state statutes and federal law enforcement crime coding requirements.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Police Records Manager Jacquelyn Block

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Receives minimal direction.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 20

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

extent of supervision exercised by indicating one or more of the following.										
<table><tr><td>a. Assign duties</td><td>e. Sign or approve work</td></tr><tr><td>b. Outline methods</td><td>f. Make hiring recommendations</td></tr><tr><td>c. Direct work in progress</td><td>g. Prepare performance appraisals</td></tr><tr><td>d. Check or inspect completed work</td><td>h. Take disciplinary action or effectively recommend such</td></tr></table>			a. Assign duties	e. Sign or approve work	b. Outline methods	f. Make hiring recommendations	c. Direct work in progress	g. Prepare performance appraisals	d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such
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c. Direct work in progress	g. Prepare performance appraisals									
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such									
Number Supervised	Job Title	Extent of Supervision Exercised <i>(Select those that apply from list above, a - h)</i>								
18	Police Records Specialists I, II, III	a-h								
2	Police Officers	a-h								

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

- Related Bachelor's Degree and two years of supervisory or lead worker experience.
- Records management experience in a government (public sector) or law enforcement entity.
- Experience researching Municipal Ordinances, Wisconsin State Statutes, and/or Federal Laws, Codes and Regulations.
- Equivalent combinations of experience and education may be considered.

ii. Knowledge, Skills and Abilities:

- Knowledge of principles of supervision, training, and performance evaluation.
- Ability to supervise and coordinate the activities of staff as well as train and develop employees.
- Ability to work closely with the Police Records Manager to ensure cohesive management.
- Ability to read and interpret job-related documents.
- Written communication skills, including the ability to produce clear and concise memos and reports.
- Oral communication skills to be able to clearly explain complex information to others in a professional, diplomatic manner.
- Interpersonal, customer service, and teamwork skills to be able to work effectively and cooperatively in a culturally diverse environment with peers, supervisors, and sworn personnel whose backgrounds may differ from one's own.
- Analytical, problem-solving skills, and decision-making skills as well as sound judgment.
- Time and project management skills.
- Ability to work well under pressure and adjust to changing circumstances.
- Honesty and integrity and the ability to maintain confidentiality.
- Knowledge of mathematics and the ability to make accurate calculations.
- Proficiency using spreadsheet, word processing, database, and presentation software.

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- Knowledge of the principles and best practices of records management, particularly law enforcement.
- Knowledge of and ability to effectively use records management systems for data storage, retrieval, processing, retention, and disposition.
- Knowledge of and ability to apply laws, codes, and regulations related to law enforcement records management.
- Knowledge of the Uniform Crime Reporting (UCR) Program and the National Incident Based Reporting System (NIBRS).
- Ability to maintain the utmost confidentiality regarding privileged information.
- Ability to conduct one's self in a professional manner regarding highly sensitive topics.
- Ability to maintain strict confidentiality regarding all work-related information.

iii. Certifications, Licenses, Registrations:

- Wisconsin Driver's License
- Ability to obtain Wisconsin Department of Justice, Training and Standards Bureau's Transaction Information for Management Enforcement (TIME) System (Advanced) Certification.
- Ability to obtain National Incident Based Reporting System (NIBRS) Certification to learn data collection procedures in law enforcement records management training offered by the Wisconsin Department of Justice and FBI.

iv. Other Requirements:

- Willingness and ability to adapt to changing protocols and shifting priorities in a fast-paced, professional environment.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

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<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work:** 0%

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.

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<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input checked="" type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools (please list):	
<input checked="" type="checkbox"/> Office Machines (check all that apply): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other (please list):	

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

M. I believe that the statements made above in describing this job are complete and accurate.

Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the Incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.