PURPOSE OF THE CLASSIFICATION: Under general direction of the Police Records Manager, is responsible for assisting with the efficient and effective operations of the Tulsa Police Department's Records Division, including ensuring compliance with Tulsa Police Department policies and procedures, Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy and federal reporting laws, and applicable municipal, state, and federal laws while managing workflows and approvals for law enforcement reports; and performs other related duties as assigned.

ESSENTIAL TASKS:
- Participates in the development and implementation of Police Records Division goals and objectives while adhering to required policies and procedures; and processes, directs, and monitors operation of information systems; including the Tulsa Regional Automated Criminal Information System (TRACIS), police records management systems (RMS), and online citizen reporting system
- Approves and provides guidance to staff regarding information requests from criminal and civil courts, law enforcement agencies and other governmental agencies, ensuring compliance with policies and procedures and applicable local, state, and federal regulations
- Reviews incoming records requests and establishes priorities for project completion, ensuring compliance with policies and procedures, chain of custody requirements, and applicable laws, including the Oklahoma Open Records Act
- Ensures the accuracy of crime coding and statistics; performs audits to ensure compliance with local, state, federal, and National Incident Based Reporting System (NIBRS) rules and regulations related to law enforcement records management
- Assists with the establishment of best-practice-based methodology for records management services; identifies staffing needs and reviews the work of subordinate supervisors and their assigned staff
- Develops training and materials based on best practices and national standards for the RMS and provides training for the RMS and NIBRS systems
- Establishes and maintains professional working relationships with law enforcement agencies, government agencies, City departments, and external customers
- Participates in the preparation of the Records Division annual budget, including submitting recommendations for staffing and technology and managing expenditures
- Tracks Tulsa police officer and crime statistics, including the Tulsa Police Department Annual Report
- Stays apprised of applicable research, trends, and innovations in records management and law enforcement statistics, including participating in professional organizations as approved by management
- Must be available to work overnights, as determined by management
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

   (a) Completion of 120 hours from an accredited college or university; **and,**
   (b) Four (4) years' experience relevant to the essential tasks listed in this job description
   (c) An advanced degree in management, public administration, information technology, or a closely related field is *preferred*

Knowledge, Abilities and Skills:

Knowledge of:

- Good knowledge of federal state, and local laws, codes, and regulations related to police record management, particularly laws relating to privacy and personally identifying information
- Good knowledge of general record keeping practices, report writing, and law enforcement records management
- Knowledge of and ability to apply federal, state, and local laws, codes, and regulations related to police record management, especially laws related to privacy and personally identifiable information.
- Knowledge of the principals and practices of data storage, retrieval, processing, retention, and disposition
- Knowledge of various leadership styles and implementation, including how to supervise a diverse staff, develop employees, and monitor staff performance

Ability to:
- Ability to learn statistical techniques to analyze and prepare statistical reports
- Ability to learn budget processes required to participate and administer the sections budget
- Ability to understand and adhere to local, state, federal regulations, and classification codes related to police record management
- Ability to read, understand, and apply applicable federal and state crime classification codes and regulations to systems and operations
- Ability to effectively communicate orally and in writing
- Ability to establish and maintain effective working relationships with internal and external customers
- Ability to provide high-level customer support
- Ability to work cooperatively with direct reports, City staff, elected officials, and vendors
- Ability to communicate policies and procedures to internal and external customers

Skill in:
- Skill in organizing and operating a law enforcement records management system
- Skill in creating reports, policies, and correspondence
- Skill in analytical reasoning and high-level problem solving

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying and pulling up to 20 pounds; occasional lifting up to 50 pounds; and may be subject to walking, standing, sitting, reaching, bending, handling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:
a) Possession of a valid class "D" Oklahoma Driver license; and,
b) Must be able to pass Criminal Justice Information Services (CJIS) background investigation.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and requires some travel to various locations. The work environment may involve dealing with disruptive people.

EEO Code: E-02
Group: Clerical and Administrative Series
Data Processing and Information Services