

**PURPOSE OF THE CLASSIFICATION:** Under general direction, is responsible for the management and performance of the Tulsa Police Department's Records Division, including ensuring compliance with Commission on Accreditation for Law Enforcement Agencies (CALEA) standards, 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 approvals for Tulsa Police reports; and performs other related duties as assigned.

**ESSENTIAL TASKS:**

- Develops and implements 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), Central Square Technologies (CST) Enterprise Records Management Systems (RMS), and Lexus Nexus Coplogic citizen reporting system
- Monitors and fulfills information requests generated by courts, law enforcement agencies, government agencies and public entities.
- Complies 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
- Establishes best-practice-based methodology for records management services; identifies staffing, equipment, and technology needs to accurately allocate resources
- Develops training and materials based on best practices and national standards for records management, 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
- Maintains up to date knowledge on records management, law enforcement trends, research, innovations, and best practices; and applies this knowledge to define clear processes aligned with national standards, policies, and procedures; and applicable local, state, and federal laws
- 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 one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Completion of 120 hours from an accredited college or university; **and**,  
(b) Seven (7) 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:

- Knowledge of the principals and practices of data storage, retrieval, processing, retention, and disposition

- 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 statistics and an understanding of the process for preparing statistical reports for management
- Knowledge of the budget planning process
- Knowledge of various leadership styles and implementation, including how to supervise a diverse staff, development of employees, and monitoring of staff performance

Ability to:

- Ability to understand and adhere to local, state, and federal regulations, and codes related to police record management
- Ability to prepare and analyze statistical reports
- Ability to read, understand, and apply applicable federal and state crime 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 testify in court and to work with legal professionals regarding subpoenas and discovery of evidence

Skill in:

- 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: Possession of a valid class “D” Oklahoma Driver license.

**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**