



# Ocean City Police Department

## General Order

<b>Subject:</b> Records Management Supervisor ; Duties & Responsibilities		<b>No.</b> G.O. 300 R-1	
<b>Rescinds:</b>	<b>Amends:</b>	<b>Related Directive:</b>	
<b>Approval Date:</b> March 13, 2007	<b>Effective Date:</b> March 13, 2007	<b>Distribution Date:</b> March 13, 2007	<b>Distribution Type:</b> A
<b>References:</b> Ocean City Police Department Job Description: "Records Management Supervisor"			

### .10 General

The Records Management Supervisor is responsible for planning, managing, and coordinating the activities of the Department's central records component.

The Records Management Supervisor shall be designated the "Custodian of Records" for the Ocean City Police Department on all matters with the exception of personnel files and internal investigation files. The Records Management Supervisor's activities include:

- A. Supervising all police records technicians, part-time employees and volunteers assigned to the Records Section.
- B. Receiving, processing, storing and retrieving designated police information, records and other departmental documentation generated by Department personnel.
- C. Ensuring record processing is done in compliance with federal, state, local, and departmental mandates/requirements.
- D. Identifying information/records systems and technology required for processing information.
- E. Creating and maintaining Standard Operating Procedures (S.O.P.) for day to day operations within the Records Section.

### .20 Duties

The essential duties of the Records Management Supervisor are divided into the following five (5) categories:

- A. Supervision

The Records Management Supervisor shall assign and direct the work of subordinates in order to accomplish records management system responsibilities.

B. Administration

The Records Management Supervisor shall administer records retention schedules set by Town policy for police related reporting systems. The supervisor shall ensure that appropriate equipment, supplies and staff are available to meet daily obligations. The supervisor is also responsible for preparing and submitting annual budgetary needs within the work group to the division commander.

C. Records Custodian

The Records Management Supervisor shall respond to subpoenas and Public Information Act requests for records. The supervisor shall ensure compliance with dissemination of public records and criminal history records information.

D. Record System Development and Implementation

The Records Management Supervisor shall participate in the development of requirements, evaluation of proposals, configuration, implementation and conversion of automated computer systems that relate directly to the Department's Records Management System (R.M.S.).

E. Statistical Analysis

The Records Management Supervisor shall provide monthly statistics for departmental reporting; ensuring the accuracy of incidents and report coding. The supervisor will coordinate the Uniform Crime Reporting (UCR) process; ensuring data is disseminated to the proper authorities within prescribed time frames. The supervisor will work with designated personnel to provide ad hoc report requests for statistical information from departmental databases.

**.30 Responsibilities**

The following are other responsibilities associated with the Records Management Supervisor position:

- A. Maintain acceptable conduct and instill discipline in the Records Section work group.
- B. Submit personnel related reports to command staff supervisory reports to include subordinate performance appraisals, employee bi-weekly payroll, and statistical reports.
- C. Oversee training of Record Section employees.
- D. Conduct periodic inspections of personnel and work areas.
- E. Supervise the scheduling of tow hearings to assure timely adjudication of towed vehicles in question.

- F. Address concerns of the public and federal, state, county, and local agencies regarding records management related matters.
- G. Assure personnel assigned to the Records Section properly apply the following regulations:
  - 1. Maryland Public Information Act.
  - 2. Expungement Regulations.
  - 3. Federal and State Labor Laws.
  - 4. Town Ordinances.
  - 5. Labor Contracts between Town bargaining units and management.
- H. Perform other duties as directed.