



CITY OF BRYAN
The Good Life, Texas Style.™

POLICE RECORDS SUPERVISOR

The City of Bryan is currently hiring for Police Records Supervisor to oversee the day-to-day operations of the Records Unit within the Bryan Police Department.

Responsibilities

- Supervises and participates in the work of the Records Unit staff responsible for reception and customer service for police department customers, providing police records maintenance and management services, processing open records requests, providing information to the public regarding police-related matters, approving officer incident reports, and assisting with data entry related to National Incident Based Reporting System (NIBRS) requirements.
- Performs supervision of assigned personnel to include: hiring, training, assigning major projects, and reviewing work to ensure quality and timely completion.
- Coordinates the Department's Records Management System (RMS) to include directing police records preparation, processing, and file management activities.
- Reviews and approves police officer reports in the RMS System to ensure with NIBRS State reporting.
- Maintains security of police records, ensuring information is released in accordance with related laws, codes, regulations, and department policies.
- Compiles statistical data, or directs such activity, prepares and submits routine reports, and conducts records audits.
- Participates in the development of records-related goals, objectives, policies, and procedures,
- Performs the duties and functions of a Records Specialist as required.
- Responds to departmental subpoenas by reviewing/gathering necessary documents and ensuring that required forms/documents are completed
- Performs related duties as required.

Qualifications

Required:

- Bachelor's degree plus at least 2 years of experience in criminal justice, records management, office management, or similar related experience, OR an Associate's degree plus at least four (4) years of experience as listed; OR a High School Diploma/GED plus at least 6 years of as listed; OR an equivalent combination of related education, experience, certification, and training.
- Previous leadership, supervisory, or management experience is required as determined by the department.
- Must be able to successfully pass a comprehensive background check.

Preferred:

- TCIC/NCIC Certification
- College level or course work in Criminal Justice, Business, Public Administration, or similar field of study.
- Experience in justice or law enforcement records management.

To Apply

A City of Bryan online application is required. Visit the following link to apply. Please be sure to include your complete work history on the application.

LINK TO APPLY: <https://www.bryantxjobs.com/postings/3369>