

## University Police Department



Job Title – Police Records Supervisor

Agency Texas A&M University - University Police

Proposed Minimum Salary - \$21.59/ hour,

Job Location -College Station, Texas

Job Type -Staff

Applications can be found online at

[https://tamus.wd1.myworkdayjobs.com/TAMU\\_External](https://tamus.wd1.myworkdayjobs.com/TAMU_External) search Police Records Supervisor. Or by emailing [will.p-4@tamu.edu](mailto:will.p-4@tamu.edu)

### **Our Commitment**

*Texas A&M University is committed to enriching the learning and working environment for all visitors, students, faculty, and staff by promoting a culture that embraces inclusion, diversity, equity, and accountability. Diverse perspectives, talents, and identities are vital to accomplishing our [mission](#) and living our [core values](#).*

### **Who we are**

Thank you for your interest in the Texas A&M University Police Department (UPD). We strive to educate and train our personnel to develop well-rounded individuals to represent the department in a professional manner while providing the highest quality service to the community we serve. The Bryan, College Station, and Texas A&M University community is a great place to live and work. We offer a meaningful and rewarding career to all of our employees while providing education and wellness incentives, along with a generous retirement and benefits package. UPD has 172 authorized positions, including 88 state-certified Police Officers, 58 Security Officers, 13 Communications Officers, 8 administrative support personnel, and 5 Records Technicians. The department maintains a fully staffed investigations division, a crime prevention unit, a recruiting unit, a training division, a victim advocate, and an Emergency Communications Center.

Please visit us at: <https://upd.tamu.edu>

### **Job Description**

The Police Records Supervisor is responsible for coordinating and overseeing the records operations of the University Police and providing support to the Chief of Police, Assistant Chiefs of Police, University Police personnel, and the general public.

### ***What you need to know:***

Schedule: You may be required to work weekends, holidays, and hours other than Monday through Friday, 8 a.m. to 5 p.m.; May require out-of-town travel.

Other: This is a supervisory position. Must successfully pass a typing test with a score of 45 words per minute. Must successfully pass an oral interview board, and a background investigation to include, but not limited to, driving history and criminal background history.

### **Required Education and Experience:**

- High School Diploma or any equivalent combination of education and experience
- Eight years of experience in general office or clerical work, to include four years of experience in a law enforcement environment

# University Police Department

## Required Licenses and Certifications:

- Must have a valid State of Texas class “C” vehicle operator’s license or ability to obtain one within 30 days of employment

## Required Knowledge, Skills, and Abilities:

- Ability to multitask and work cooperatively with others
- Interpersonal and communication skills
- Keyboarding skills
- Knowledge of spreadsheet and word-processing applications

## Preferred Education and Experience:

- Bachelor degree
- Six years of experience in a law enforcement environment
- Experience working with word processing software programs for a records division in a police department and handling police reports/records

## Preferred Knowledge, Skills, and Abilities:

- Knowledge of word processing software programs for a records division in a police department and handling of police reports/records

## Responsibilities:

- **Records Management** - Records Management - Oversees data entries for accuracy; assigns, coordinates, and reviews compilation and collection of daily reports generated by the department; assists UPD departmental personnel with Central Square (RMS - Records Management System). Maintains the department’s Records Management System (RMS). Maintains documentation of requests for release of records; ensures accuracy of confidential records and files; coordinates performs, and ensures accuracy of arrest or citation background checks requested from other state or federal law enforcement agencies. Coordinates monthly reports (NIBRs, statistical reports, and monthly UPD reports); ensures accuracy of documentation and reports provided by other Records personnel, for departmental officers for their court appearance. Provides report information to the public and university officials. Requires operating a motor vehicle to and from the department to appropriate courts, attorney’s offices, and other law enforcement agencies.
- **Management/Supervisory** - Plans, organizes and coordinates the everyday operations of the Records Unit and supervises four Police Records Technicians.
- **Administrative Support** - Supports University Police Department personnel and provides assistance to a diverse population of students, faculty, and staff.

All positions are security-sensitive. Applicants are subject to a criminal history investigation, and employment is contingent upon the institution’s verification of credentials and other information required by the institution’s procedures, including the completion of the criminal history check. Equal Opportunity/Affirmative Action/Veterans/Disability Employer committed to diversity.