

TOWNSHIP OF TOMS RIVER

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DEPARTMENT OF HUMAN RESOURCES
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November 28, 2016

Open to the Public

(Due date: 4:30 pm.- Wednesday, Dec. 7th, 2016)

TO: To All Departments

FROM: Daniel T. Mahony, Assistant Business Administrator
Division of Human Resources

RE: POLICE Records Bureau Supervisor – Full Time

This is to advise that the position of Full Time Records Bureau Supervisor – is now available in the Police Department. The Job Description and Qualifications are as follows:

JOB DESCRIPTION: FT Records Bureau Supervisor

NOTE: The definitions and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

RECORDS BUREAU SUPERVISOR

The Records Bureau of the Toms River Township Police Department is primarily responsible for maintaining, documenting, retrieving, and releasing police reports. The Bureau is a support bureau, dedicated to serve other bureaus within the Police Department, Court and Township. It also provides services to County, State and Federal agencies, as well as the general public. Most services provided by the Records Bureau focus around the release of police information and or reports.

The process, by which the Records Bureau maintains, documents, retrieves and releases information encompasses many job functions. State and local mandates govern many of these functions. The Supervisor is responsible for the total operation of the Bureau, accountable for the productivity of the staff within; ensuring policies and guidelines are adhered to.

Training is an integral role of the Supervisor. Each employee must be trained on all office procedures and job functions. The Supervisor ensures proper training is provided, both individually and as a group. The Supervisor, as an additional aid, also prepares and provides training manuals.

SUPERVISION AND TRAINING

The Supervisor must prioritize the work daily, distribute it accordingly and follow-up on its completion. Below is a list of tasks performed by the staff, which the Supervisor oversees and provides assistance as needed:

1. Customer service: This service is extremely extensive and is covered in many of the more specific listed tasks. However, in general, Records Bureau personnel serve as a receptionist for the Police Department. They must greet the public, prepared to address an array of questions and or concerns. Providing copies of police reports, firearms applications and temporary handicap placards are the more common services provided. Customer service also includes telephone assistance.
2. Copy and disseminate the daily police reports:
3. Motor vehicle accidents: Scan into Records scans and upload to Car Fax.
4. Police reports filing system: Maintain and update same.
5. PID and Spillman name number filing systems: Maintain arrest, sex offender registrants and applicant filing system, inclusive of fingerprints, cell logs, suicide screenings and property receipts.
6. Officer's alcotest and radar certification cards: Maintain file.
7. Vehicle speedometer calibrations: Maintain file.
8. Radar/laser units and tuning forks: Maintain file.
9. Alcotest certifications: Prepare packets and maintain file.
10. Alcotest repair logs: Maintain file.
11. Data entry: Enter walk in reports and property loss reports data into the computer's Record Management System.
12. Weapons entry: Enter hand gun permits info into license and permits table.
13. Requests for police reports: Process requests for police reports, received via mail from insurance companies and private citizens. Research, retrieve, copy, redact, submit fee and mail records, or mail return with appropriate reply.
14. Discoveries: Research and prepare police reports, associated certifications, photos, MVRs for defendant and or his/her attorney for pending Municipal court matters. Prepare inventory sheet, documenting same. Copy same for Records file. (Criminal cases must be checked for indictable charges via the Courts' Automated System. Indictable cases or specific juvenile cases must be referred to OCPO for processing.)
15. Ocean County Prosecutor requests: Research and prepare police reports, photos, MVRs and statements at the request of the County Prosecutor. Complete inventory, copy and file with Records Report file.
16. Temporary handicap placards: Process and provide temporary handicap placards for Township citizens upon receipt of appropriate application and fee.
17. Process police, volunteer fire, volunteer first aid, local ordinance and liquor license applicants: (Local ordinance applicants are persons applying for a taxi, masseuse, precious metals or auctioneer's license)

Process includes: completing appropriate paperwork, submitting for fingerprints or SBI212A background check. Prepare memo with findings, submit to Chief's office. Copy same to Spillman name file.

18. Firearm applicants: Provide appropriate paperwork to firearms applicants, including instructions to obtain fingerprint or submission of SBI212A background check. Take in application and fees. Records Bureau processes the initial phase of application. This phase encompasses many steps, including the retrieval of fingerprint or SBI212A results via NCI Green, processing reference letters and mental health requests...etc.. Applications are forwarded to DB for extensive background, typing of ID card and or permit(s). Once signed by Chief, Records Bureau completes process by copying ID/permits and application for Spillman jacket, submit application to NJSP, notify applicant.

Note: Denials and Permit to carry requires further processing.

19. General Fingerprinting: Confirm residency and applicant meets criteria to be provided courtesy prints. Provide Information sheet, take in fee, and refer to booking officer.
20. Conduct background checks: Conduct record check for requests from Division of Youth and Family Services, Armed Forces, Post Master and any law enforcement agency, including the State Police and FBI (Often includes copying and mailing reports)
21. Deposit: Account for all cash taken in for payment of police reports, fingerprints, etc. Balance receipt book. Log all checks and money orders received. Prepare deposit sheet and submit all monies to Bookkeeping daily. Prepare and submit discrepancy memo if shortage or overage of cash.
22. Expungements: Process all orders to expunge police records. Must partition and or delete specific information from all police records and mainstream files. Information must be expunged from hard copy police reports, jail log, jail print book, PID/Spillman jackets, as well as Spillman Conversion, Spillman name and Spillman law. All fingerprints and photographs must also be removed from all existing files. All information being deleted must be copied first. Complete expungement inventory form.

SUPERVISOR'S ADDITIONAL DUTIES

In addition to overseeing and making sure that the Bureau's staff carries out the above noted functions, the Supervisor is responsible for many other tasks, all of which lend to an efficient operation. Some of these are listed and described below:

1. Confidentiality issues: Responsible for making decisions on the release of police reports and information, taking into account many confidentiality issues regarding juveniles, victims, defendants, etc. Must strike a balance between the public's "right to know" vs. "right to privacy"
2. Customer service: Resolve issues with the public regarding complaints and other concerns involving Records
3. Job interviews: Sits on panel conducting interviews for Police Attendant applicants.
4. Evaluations: Evaluate employee's performance, provide written evaluation and review same with employee.
5. Discipline: Council employee, reference any discipline issues. Document same.
6. OJI claims: Report employee on the job injury claims with the insurance carrier, complete all necessary paperwork and follow-up on employees work status throughout.
7. Grievances: Attempt to resolve the first step of any grievance made by an employee.

8. Morale: Must promote employee morale by maintaining a clean, safe and ergonomically correct work environment. Also must treat each employee with fairness and respect. Make efforts to resolve morale issues as they arise.
9. Bureau meetings: Conduct meetings as needed. Inform employees of any policy changes. Discuss and resolve concerns of employees or Administration.
10. Leave time: Approve and account for employees' leave time.
11. Policy updates and procedural changes: Must keep abreast of all State, County, Local and Department policy changes as related to Records Bureau. Alter job tasks and provide training accordingly.
12. Police report corrections/Name merge: Review problem police reports and notify Patrol Bureau Commander when necessary. Conduct name Merge when applicable.
13. Mail: Open, review and disperse incoming mail.
14. Supplies: Request supplies for the Bureau.
15. Form letters: Design and alter all form letters used by the Records Bureau and save in Records Scans.
16. Interns and volunteers: Responsible for their induction and assignments within the Bureau.
17. Fatal MV Crash reports: Work with the Department Safety Officer to prepare all motor vehicle fatal accident packages.
18. Permit to carry: Submits letter and enclosures to Judge.
19. Court orders and Subpoenas: Orders - Must research, gather and produce all information per order. This may entail gathering information outside the scope of the Records Bureau. Subpoenas - Must be addressed similarly. However, to prevent any potential law suits, must sometimes seek the assistance of the Prosecutor or Township attorney reference the release of sensitive documents.
20. Opra: Research, gather and review information, data and or reports. Provide same when applicable, in accordance to OPRA guidelines.
21. Expungements: Review and approve expungements, record on expungement list spread sheet. File in expungement files. These files must remain secure at all times, only accessible by the Bureau Supervisor. The Supervisor is responsible to reopen and monitor the review of expunged records by law enforcement agencies in accordance State regulations.
22. Emails, Memorandums and Administrative Reports: Prepare or responds to as needed or directed.

****ALL APPLICANTS MUST SUBMIT A RESUME OUTLINING ALL TRAINING/EDUCATION/EXPERIENCE AS WELL AS FILL OUT A TOWNSHIP APPLICATION****

Under the provisions of the existing Toms River Professionals Association contract regarding white-collar positions, the employer agrees to review applications for promotions or transfers from present employees prior to reviewing applications from other than Township employees. Department Heads are directed to notify their respective employees of this opening and applications are to be filed with the Department of Human Resources no later than 4:30 pm, December 7th, 2016

Position: Full Time – 35 hours per week/ Supervisors Union

Account: P45-112

Salary: \$49, 701.33 - \$61, 998.97

Resumes must be filed no later than 4:30 pm, December 7th, 2016 with the Department of Human Resources, 33 Washington Street, Toms River, New Jersey, 08753.
