



DIVISION OF PERSONNEL

JOB POSTING

November 15, 2023

DEPARTMENT/ DIVISION: Police Department

TITLE: Records Supervisor

STATUS: Open to the public

DUE: November 24, 2023, 4:30pm

This is to advise that the position of full-time Records Supervisor is available in the Police Department.

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 serving other bureaus within the Police Department, Municipal Court, Superior Court, and Township. It also provides services to County, State, and Federal agencies, as well as the public. Most services provided by the Records Bureau focus on 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 while ensuring adherence to policies and guidelines. The Records Bureau Supervisor reports to the Professional Standards Lieutenant in the Administration Bureau.

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 detailed in many of the more specific listed tasks. Records Bureau personnel serve as a receptionist for the Police Department. They must greet the public at the lobby window and be prepared to address a vast array of questions and

concerns. Records Bureau personnel provide copies of police reports, firearms applications, and temporary handicap placards as common services. They communicate with the Watch Commander when citizens request reporting to a police officer or police services. Customer service is also delivered via telephone.

2. Morning Work: Scan all daily work to be attached to the appropriate Spillman case. Copy and disseminate reports as necessary.
3. Motor Vehicle Accidents: Scan into Records scans and upload to CarFax and other requestors.
4. Police Reports Filing System: Maintain and update the system.
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 and appropriate spreadsheet.
7. Vehicle Speedometer Calibrations: Maintain file
8. Radar/Laser Units and Tuning Forks: Maintain file
9. Alcotest (Breath Testing) Certifications: Prepare packets and maintain files.
10. Alcotest Repair Logs: Maintain file.
11. Weapons Entry: Enter handgun permit information into the licenses and permits table.
12. 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 the appropriate reply
13. Court Discovery Requests: Research and prepare police reports, associated certifications, photos, BWC & MVRs for the 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).
14. Ocean County Prosecutor's Office Requests: Research and prepare police reports, photos, BWC & MVRs, and statements at the request of the County Prosecutor. Complete inventory, copy, and file with Records Report file.

15. Temporary Handicap Placards: Process and issue temporary handicap placards for Township citizens upon receipt of the appropriate application and fee.
16. 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). The process includes completing appropriate paperwork, submitting for fingerprints or SBI212A, and background checks. Preparation of a memo with findings, submit to the Police Chief's office. Copy files to Spillman name file.
17. Firearm Applicants: Firearms ID cards, Purchase Permits, and Permit to Carry, are all completed online by the applicant through the NJSP website portal. Provide appropriate instructions for the online application to firearms applicants, obtaining fingerprints or submission of SBI212A, background checks, and take-in fees. Records Bureau processes the initial phase of the application. This phase encompasses many steps, including the retrieval of fingerprint results or SBI212A results, mental health requests, etc. Completed applications are forwarded to Detective Bureau for an extensive background investigation. Once signed by the Chief, the Records Bureau completes the process by copying the ID card if necessary (paper card) and notifying the applicant, if applicable, making appropriate notes in Spillman and filing the applicant's folder.
Note: Firearms Denials and Permit to Carry Applications require further processing.
18. General Fingerprinting: Confirm the residency requirements and that the applicant meets the criteria for courtesy prints. Provide Information sheet, take in fee, and refer to booking officer.
19. Conduct background checks: Conduct record checks for requests from the Division of Child Protection and Permanency, Armed Forces, Post Master, and law enforcement agencies, including the State Police and FBI. Email results (may include copying and mailing reports).
20. Money Deposit: Account for all cash taken in for payment of police reports, fingerprints, etc. Balance register or online payment system (i.e., Municipay or similar). Log all checks and money orders received. Prepare and submit all monies to Bookkeeping daily. Prepare and submit a discrepancy memo if a shortage or overage of cash exists.
21. Expungements: Process all orders to expunge police records. Must partition

and or delete specific information from all police records and mainstream files. Specific information must be expunged from hard copy police reports, jail logs, jail print book, PIO/Spillman jackets, as well as the Spillman conversion, Spillman name, and Spillman law record. All fingerprints and photographs must also be removed from all existing files. All information being deleted must be copied first. Complete the expungement inventory form. Expungement file of originals to be kept.

22. Open Public Records Act (OPRA): Research, gather, and review information, data, and or reports. Provide the same when applicable, in accordance with OPRA guidelines. If there is an issue or question of what is releasable, contact the Township attorney for guidance.

SUPERVISOR'S ADDITIONAL DUTIES

In addition to overseeing and making sure that the Bureau's staff carries out the above-listed 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: Member of the panel conducting interviews for Police Attendant applicants.
4. Evaluations: Evaluate the employee's performance, provide written evaluation, and review with the employee.
5. Discipline: Council employees, reference any discipline issues. Document same.
6. Workman's Comp-OJI claims: Report employee on the job injury claims with the insurance carrier, complete all necessary paperwork, and follow up on the employee's 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. 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 the Records Bureau. Alter job tasks and provide training accordingly.
12. Police report corrections/Name merge: Review problem police reports and notify the 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. 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 potential lawsuits, seek the assistance of the Prosecutor or Township attorney in reference to the release of sensitive documents.
19. Open Public Records Act (OPRA): Research, gather, and review information, data, and or reports. Provide the same when applicable, in accordance with OPRA guidelines.
20. Expungements: Review and approve expungements, and record on expungement spreadsheet. File in expungement files. These files must remain secure at all times, and only accessible by the Bureau Supervisor. The Supervisor is responsible for reopening and monitoring the review of expunged records by law enforcement agencies in accordance with State regulations.
21. Emails, Memorandums, and Administrative Reports: Prepare or respond to as needed or directed.

22. Maintain Records items on the TRPD website: Many items and information pertaining to the records bureau can be found on the TRPD website. The Records Supervisor or Police Public Information Officer (PIO) is responsible for updating the website. Alcotest information such as officer certifications, machine certifications, solution changes, etc., are posted on our website for retrieval by attorneys or individuals for court matters. There are links for people to file reports, obtain firearms information, file OPRA requests, pay fees for firearms, OPRA requests, and others.

Union: Supervisors Union (TRTMSA)

Hours: 35 hours per week

Salary Range: \$49,800.00 - \$67,000.00