

# POLICE RECORDS SPECIALIST I

Recruitment #1504-2333PD-001

**List Type** Transfer/Promotional

**Requesting Department** Milwaukee Police Department

**Open Date** 5/27/2015 11:15:00 AM

**Filing Deadline** 6/26/2015 11:59:00 PM

**HR Analyst** Marti Cargile

## Introduction

**\* THIS VACANCY IS OPEN ONLY TO CURRENT CITY OF MILWAUKEE EMPLOYEES \***  
**SEE "NOTE" UNDER SELECTION PROCESS, BELOW.**

## PURPOSE

The Police Records Specialist I is a key subject matter expert in the classification and coding of crime reports processed by the Milwaukee Police Department (MPD) and reported to the State of Wisconsin and the Federal Bureau of Investigation (FBI). The Police Records Specialist I provides quality assurance by conducting the final review of complex crime reports entered into the Tiburon Automated Reporting System (ARS) prior to submission to the State of Wisconsin and the FBI. In addition, the Police Records Specialist I performs National Incident-Based Reporting System (NIBRS) incident control validation to check for reporting errors.

## ESSENTIAL FUNCTIONS

- Classifies and codes crime reports processed by the MPD and reported to the State of Wisconsin and the Federal Bureau of Investigation (FBI).
- Reads crime report narratives and supplements to ensure the elements of the crime support the State Statute(s) selected by the police officer.
- Selects the correct NIBRS code to match the crime.
- Determines if the proper format is used for names and locations.
- Ensures that proper involvement codes have been selected and that required IBRS fields are completed and accurate.
- Matches arrest information in crime reports with the arrest charge(s) in the Corrections Management System (CMS), and makes any necessary corrections.
- Performs National Incident-Based Reporting System (NIBRS) incident control validation to check for reporting errors.
- Interprets the error-based messages, and makes the appropriate corrections.
- Enters incident reports into MPD's Data Integrity Database; notifies the police officer and supervisor of any adjustments and/or corrections made to the report.
- Resolves reporting disputes with police officers and Quality Control Representatives.
- Collaborates with team members to resolve questions regarding unusual reports and/or circumstances.
- Provides support to police officers regarding their reporting questions and concerns.
- Provides ARS training to MPD personnel as necessary.
- Receives FBI certification training as necessary.
- Researches and resolves discrepancies within the system.
- Maintains strict confidentiality regarding all work-related information.

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*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### **MINIMUM REQUIREMENTS**

1. Current status a regularly appointed City of Milwaukee employee having passed probation for the current position at time of appointment.
2. Two years of experience working with an automated records management system, preferably law enforcement-related, performing duties closely related to this position.

### **KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS**

- Knowledge of and ability to use MPD's automated records management systems, currently the Tiburon Automated Reporting System (ARS) and Records Management System (RMS).
- Ability to read, understand, interpret, and apply information in work-related documents, including Wisconsin State Statutes related to this position as well as written directions, policies, and procedures.
- Ability to follow oral instructions from supervisors.
- Oral and written communications skills.
- Ability to exercise independent judgment and seek guidance from supervisors when unsure.
- Ability to work effectively with peers, supervisors, and sworn personnel; teamwork skills.
- Customer service skills.
- Ability to maintain the utmost confidentiality of privileged information.
- Ability to remain professional regarding highly sensitive topics.
- Ability to proofread and detect errors in reports.
- Attention to detail and accuracy when performing routine tasks.
- Organizational and time management skills.
- Ability to learn data collection procedures and become certified in law enforcement records management through training offered by the FBI.
- Ability to become certified to use the Wisconsin Department of Justice, Training and Standards Bureau's Transaction Information for Management Enforcement (TIME) System.
- Proficiency using standard computer applications such as word processing and email.

### **CURRENT SALARY**

The current starting salary (**PG 6FN**) for City of Milwaukee residents is **\$34,717** annually, and the non-resident starting salary is **\$33,865**.

### **SELECTION PROCESS**

The selection process will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Milwaukee Police Department reserve the right to call only the most qualified candidates to oral exams, performance tests, or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

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**INITIAL FILING DATE:** The examination will be held as soon as practical after **June 26, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met.

***NOTE:*** *Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees and civilian personnel in Milwaukee Fire Department and Milwaukee Police Department hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer/promotional opportunities.*