Rapid City Police Department
Memo

TO: Jeff Barbier, Community Resources Director
FROM: Don Hedrick, Assistant Chief of Police
DATE: 4/27/16
SUBJECT: Police Technology and Records Manager

Historically, the position of Police Records Supervisor has only been directly involved in the supervision of several police employees. Today, the Police Records Supervisor not only oversees the management of police employees and records but also the management of all record documentation for the Pennington County Sheriff’s Office. At times this position assists with the records management of the South Dakota Highway Patrol and the Emergency Services Communication Center. Over the last five years this position has evolved into much more than supervision of several employees; this role is now also tasked with the management of many technological products that 21st Century policing is requiring to remain effective.

The Records Supervisor is asked to support the police management team and other agencies with specific duties to further their respective missions. For example, the Records Supervisor is required to manage/strategic planning for the purchasing of computers, software, the Zuercher Records Management system (requiring 24 callout or response), server management, and developing statistical models for the RCPD. As we move into the future of policing, the Records Supervisor is going to tasked with assisting in large scale projects like the implementation of Body Cameras, online reporting, the conversion of evidentiary photographs into one system, oversight of our accountant/online payroll services, and numerous software upgrades.

The current Records Supervisor played an integral role in the implementation of the new, multijurisdictional records management system. Further, agencies utilizing this system have asked for assistance from the Records Supervisor; thus, strengthening relationships with cooperative agencies. The Records Supervisor position has turned into supervisor/technology project manager/police command staff representative. The job description for the Records Supervisor needs to be adjusted to reflect the growing importance of the position (an adjusted Position Description has been attached for review).

While adjusting the job title and job description, the grade of this position needs to be changed as well. Supervision of additional staffing, additional records management responsibilities, and large scale project management have been added to the duties of the Records Supervisor, and the grade will need to move from a grade 17 to at least a grade 20. Currently, a similar employee/project manager position with the Rapid City Police Department occupies a grade 24 (Police Lieutenant) and Police Sergeant (grade 20). Comparable positions within the city include the IT Technician Supervisor (grade 20) and the
Rapid City Police Department
Memo

Civic Center Business Manager (grade 22). The Records Supervisor position at the police department is very important as this position has a dramatic impact on the department and the City as a whole. We need to make sure the wage and job description reflects the actual duties contained within the position.

I have discussed this topic with Chief Jegeris and we would appreciate your assistance in putting this on the agenda for the next compensation committee meeting. Any feedback you could provide would be greatly appreciated.