

CLASS TITLE: **Supervisor of Instant Update Unit**

CHARACTERISTICS OF THE CLASS: Under general supervision, oversees and coordinates the day-to-day operations of a unit responsible for updating and providing criminal histories of individuals arrested on criminal charges; and performs related duties as required.

ESSENTIAL DUTIES: Coordinates and monitors work assignments between the unit's three work shifts and other units of the division; ensures unit employees receive training in utilizing databases maintained by the Police Department as well as databases from other law enforcement agencies that are accessible to staff; oversees staff engaged in searching records on various databases and updating records to compile criminal histories on arrested individuals; acts as a liaison with federal, state and local law enforcement and criminal justice agencies to ensure the timely transmission and receipt of updated criminal histories; provides criminal history information on highly confidential or high profile criminal cases; monitors the operational performance of systems and equipment and contacts support personnel for the resolution of problems; maintains records on the unit's work activities and prepares related reports.

RELATED DUTIES: Participates in the review and selection of computer hardware and software to assure accessibility to criminal history records and information.

MINIMUM QUALIFICATIONS:

Training and Experience. Bachelor's degree in Criminal Justice or Law Enforcement supplemented by three years of progressively responsible experience researching and updating criminal history records, including one year of supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of the criminal history database systems of various law enforcement agencies. Considerable knowledge on procedures for searching computerized criminal history records. Good knowledge of department procedures.

Ability to plan and organize the work of subordinate staff. Ability to use good judgment in evaluating situations and making decisions. Ability to develop and implement work procedures. Ability to operate a personal computer.

Code: 9005  
Public Safety Service  
Police Service Group  
Police Administrative Series

CLASS TITLE: Supervisor of Instant Update Unit (Cont'd)

Skill in researching and updating criminal history records. Good supervisory skills. Good organizational skills. Good oral and written communication skills.

Working Conditions. General office environment.

Equipment. General office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

May, 2000