

City of Fort Worth, Texas Job Description

Classification Title	Warrant and Identification Supervisor		
Job Code:	PR2751	Job Family:	Professional
Pay Grade	608	Date Reviewed:	06/24/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Oversees and assists in the daily operations of the Warrant and Identification Unit for the Police Department. Manages arrest criminal history reporting; processing and maintenance of warrants, protective orders arrest files; and etc.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Monitors and participates in the processing of arrest information; verifies arrest charge information status; performs updates in the Criminal Justice Information System; provides investigative research of problematic arrest information; and conducts follow ups with detectives and District Attorney's office in reference to incomplete or inaccurate arrest information, and testifies in court regarding fingerprint classifications on arrests.
3. Responds to customer service requests from internal and external police personnel, government agencies and the general public; investigates complaints; resolves disputes; provides assistance with various services, including criminal history inquiries, arrest information, fingerprinting and follow up; assists and offers clarification to procedures such as warrants, protective order submission and processing and the dissemination of criminal history information; and ensures proper protocol is followed in accordance to internal, local and state guidelines.
4. Implements policy and standard operating procedures; generates directives and procedures manual; collects data and information on operations and makes modifications; and arranges and facilitates meetings to target improvements, rectify problems and maintain compliance with departmental and government regulations.
5. Oversees records management; verifies documents such as warrants and search warrants are returned to the court upon execution; ensures criminal history and other applicable records are submitted to Police Records Management Center; maintains and monitors retention period for records; and orders the destruction of records upon statute of limitation.

6. Manages expenditure of funds allocated to the budget; orders supplies and equipment; contacts vendors; and supplies orders for the purchase of uniforms.
7. Performs other related duties as required.
8. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- State of Texas electronic Criminal Justice Information System.
- Department of Public Safety Crime Reporting Requirements.
- Local jail arrest and disposition process.
- Fingerprint pattern recognition.
- Probable cause warrants, search warrants, protective orders and criminal history reporting.
- City of Fort Worth Personnel Rules and Regulations.
- PeopleSoft software for entering schedules and approving time.
- Records retention and proper destruction of documents.
- Budget expenditure requirements.
- Methods and techniques of police offense report transcription.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, state and local laws, codes and regulations.

- **Skill in:**

- Investigative research.
- Customer service and interpersonal relations.
- Data entry.
- Resolving disputes.
- Testifying in court for fingerprint comparisons.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Compile information to prepare clear and concise reports.
- Allocate funds from budget and generate purchase orders.
- Supervise, direct and coordinate the work of subordinate employees.
- Select, supervise, train and evaluate subordinate employees.
- Recommend and implement goals and objectives for providing effective customer services.
- Interpret and explain City customer service policies and procedures.
- Respond to requests and inquiries from the general public and other law enforcement agencies.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

HS Diploma/GED and four years of experience in warrant and identification, jail operations, police customer service, or related field including one year of administrative and/or lead supervisory experience.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.