

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Police Records Specialist  
Code: 19054  
Salary Grade: 58  
FLSA Status: Non-Exempt  
Department/Division: University Police / Vice President Business Affairs  
Reports To: In accordance with specific department policies

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## *Summary*

### Function:

Responsible for processing UTSA Police records and reports as required by internal and external agencies and guidelines. Ensures records and reports are distributed within UTSA, and externally to governmental and non-governmental organizations as required.

## *Duties*

### Typical:

1. Provides general customer service for individual and departments regarding requests for information or specific reports or data, including police or accident reports, criminal statistics. Ensures information is only provided as authorized.
2. Processes, tracks and maintains UTSA police records, providing organized and efficient records storage and retrieval. Records responsibilities include warnings, citations, criminal offenses, and incident/accident reports. Ensure all police records are complete and accurate, and stored in a secured office.
3. Provides records as required to outside governmental and non-governmental agencies, including courts, other law enforcement agencies such as Texas Alcohol and Beverage Commission and the Texas Department of Public Safety. Works closely with insurance companies to provide records. Provides police reports and other legal documents associated with the criminal cases to the District Attorney and Prosecutor's office.
4. Processes and tracks all court ordered expunge and nondisclosure requests received from the courts.
5. Provides a criminal background check to all external law enforcement agency for prior UTSA affiliated individuals.
6. Works closely with the Office of Risk and Emergency Management by sending all reports to pertaining to university property.
7. Issues and tracks all citation books to officers. Conducts annual audits as required by policy.
8. Serves as point of coordination with Student Conduct and Community Standards. Responsibilities include distribution of daily dispatch log and response to questions and clarification from Student Conduct and Community Standards.

9. Completes and submits monthly National Incident-Based Reporting System reports to the Texas Department of Public Safety, annual crime report to the Office of the Director of Police for UT System.
10. Processes all Handicap Placard violations in accordance with state law to Texas Department of Motor Vehicles.
11. Processes all Open Records Requests and works closely with the Open Records Coordinator in Legal Affairs.
12. Oversees daily operation of Lost and Found and assists with the operation, as needed.
13. Acts as the Police Department's liaison for outside law enforcement agencies for records and reports.
14. Performs other duties as assigned.

***Education***

<b>Required</b>	<b>Preferred</b>
High School Diploma or GED.	Bachelor's degree from an accredited institution.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Knowledge of current methods and systems of filing.	Advanced knowledge of university organizational structure, policies, rules and procedures.
Demonstrated ability apply knowledge in everyday work situations while utilizing independent judgment.	
Strong attention to details.	
Good organizational skills.	
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Four years of progressively responsible administrative, clerical or records related experience.	Work experience specific to higher education, and/or Police departments.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Personal computer and standard office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office conditions.	Occasional overtime and/or travel may be required.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from assigned supervisor.	May provide direct supervision of assigned staff and/or student workers.

***Accuracy***

Proficiency in all duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
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