



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE SUPPORT BUREAU ORDERS

SOP 8-5

Effective: 08/07/15 Review Due: 08/07/16 Replaces: 07/13/05

8-5 DATA ENTRY UNIT

8-5-1 Duties and Responsibilities

A. Data Entry Supervisor

1. The Data Entry Supervisor plans, directs, manages and oversees the activities of the Data Entry Unit including personnel management, policy evaluation and development, employee training and development; provides highly responsible and complex administrative support to the Police Records Manager.
2. The supervisor performs administrative and technical tasks as needed. The position requires good judgment, leadership, and is accountable for the quality and productivity of the Unit. The supervisor initiates and/or investigates any disciplinary action and/or Internal Affairs (IA) issues. The supervisor is directly responsible for the Unit efficiency and the overall harmony of its personnel.
3. Hours of operation will be determined by supervisor and /or Division Manager.

B. Senior Police Records Technicians (Lead Clerk)

1. The Senior Police Records Technician (Lead Clerk) is responsible for staff and productivity during the absence of the Supervisor. The Lead oversees and participates in the more complex work of staff responsible for performing a variety of specialized clerical and technical duties.
2. The Lead Clerk is directly responsible for the following:
 - a. Ensure all records pertaining to the Unit are kept up-to-date, and that the Unit, as a whole, runs as smoothly as possible.
 - b. Assist in training employees.
 - c. Monitor work hours, days off, and leave to ensure Unit coverage.
 - d. Review, evaluate and assign daily work to ensure completion in a timely manner.
 - e. Perform and other duties assigned by unit supervisor.

C. Police Records Technicians II

1. The Police Records Technicians II are responsible for accurately and efficiently entering, verifying, and processing data on all police reports (non-NCIC related) into the Records Management computer database system. All information entered must be in compliance with UCR/NIBRS standards. In addition, operators will perform additional duties as assigned by supervisory personnel.



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2. The Police Records Technicians II are responsible for the following:
 - a. Data Entry receives, reviews, enters and verifies incoming reports into the Records Management Computer Database System from APD, Bernalillo County Sheriff's officers, and the Albuquerque Aviation Police.
 - b. Police Records Technicians II must have an extensive knowledge of UCR/NIBRS standard in order to verify correctness of source data, recognize deficiencies in the source document, and properly enter information for all offense reports, supplemental reports, accident reports, and other police-related documents.
 - c. Police Records Technicians II must also access all applicable databases for verification of source data in order to ensure proper entry of information on all various types of reports.
 - d. Police Records Technicians II will enter and/or verify all report data as it exists on report.
 - e. All operators will be held to a work standard.
 - f. Perform any other duties assigned.