

COMMANDING OFFICER
SERVICE DIVISION

A. SUMMARY

Under the general supervision of the Chief, the Commanding Officer of the Service Division reviews and evaluates the Division's operations and ensures the availability of timely, accurate and complete records information and services to staff and line personnel.

B. GENERAL DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of the Commanding Officer of the Services Division to:

1. Control records procedures through system review and audit.
2. Establish Records Procedural Guidelines for implementation by the Department. Regularly review these procedures to ensure their continuing effectiveness.
3. Supervise report reception, storage and retrieval.
4. Supervise records on: arrests, crimes, personal identification.
5. Supervise the maintenance of the Public Safety Physical Plant.
6. Perform other duties as assigned by the Chief of Police, and Superintendent of Police.