

RECORDS OFFICER

A. SUMMARY

The Records Officer of the Department has the responsibility for the general handling and security of all departmental records. He/She maintains all necessary files on criminal offenses and any statistical information as may be determined necessary for the preparation of reports required of the Department or by the Chief of Police.

B. GENERAL DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of the Records Officer to:

1. Be in charge of the orderly operation and security of the records room.
2. Compile, maintain index, and coordinate:
 - a. Departmental reports and records;
 - b. Statistical data as required by law and departmental policy;
 - c. Arrests and detentions records;
3. Maintain security of all records
4. Prohibit the removal of any record, police report or written communication without the specific authority of the Chief.
5. Perform other duties as assigned by the Chief of Police.
6. Maintain computerized records of all records to ensure proper chain of custody.
7. Review report writing files to ensure proper classification and reconciliation is maintained under NIBRS guidelines.