|  |  |
| --- | --- |
| **DENVILLE TOWNSHIP POLICE DEPARTMENT****POLICY & PROCEDURES** | **PATCH300 (2)** |
| **VOLUME: 2** | **CHAPTER: 40** | **# OF PAGES: 5** |
| **SUBJECT: SENIOR RECORDS CLERK RESPONSIBILITIES**  |
| **BY THE ORDER OF:** **Chief of Police Christopher Wagner** | **ACCREDITATION STANDARDS: N/A** |
| **Effective Date: 3-10-2015** | **SUPERSEDES ORDER #: V2 C12** |

##  I. DESCRIPTION OF WORK

A. The positions of Senior Records Clerk and Records Clerk are directly supervised by the Administrative Sergeant.

B. General Statement of Duties:

Perform clerical work varied in nature, but requiring considerable knowledge of rules, policies and procedures, and the exercise of independent judgment.

**II. MAJOR DUTIES AND RESPONSIBILITIES**

**Although the records clerks are directly supervised by the Administrative Sergeant, the triage of duties among those records clerks is the responsibility of the Senior Records Clerk.**

1. Comply with all mandated reporting requirements of federal government and the State of New Jersey while maintaining strict adherence to the public records law.
2. Process and submit the Uniform Crime Report as mandated by the State of New Jersey.
3. Provide “Discovery” to the Attorneys; Working cohesively with the Denville Municipal Court.
4. Performs exceptional Customer Service to the Public and other local, state and national agencies.
5. Process Criminal Orders of Expungement by Order of the Judge.
6. Process criminal fingerprint cards and submit to the Morris County Sherriff’s Department and the State of New Jersey.
7. Process Firearms applications as instructed by the New Jersey State Police.
8. Process False Alarm Billing in Accordance with Denville Twp. Ordinance.
9. Process Dog Park Member Applications
10. Process Temporary Handicap Applications.
11. Comply with New Jersey Division of Archives & Records Management in association with the purging of department records.
12. Performs clerical duties: types letters, memos, reports and bulletins; processes lab reports;
13. Responsible for accurate record keeping: records motor vehicle accidents and reports accidents to Trenton;
14. Performs financial bookkeeping duties: maintains a cash receipt book for fees associated with job functions; ensures bank deposits are made and totals out the cash book daily.
15. Assists office staff with typing and other clerical duties when needed.
16. Responds to requests for out of state driver abstracts.

**III. MINIMUM QUALIFICATIONS**

A. Required Knowledge, Skills, and Abilities:

1. Ability to work alone at most tasks.

2. Ability to easily access records when requested.

3. Ability to be trustworthy with confidential matters.

4. Ability to work with the public, computer companies, court personnel,

 etc.

5. Ability to operate a computer.

6. Ability to accurately copy material from one record to another.

7. Ability to perform general math skills.

8. Ability to follow oral and written instructions.

9. Knowledge of general office procedures.

10. Knowledge of Police Department policies and procedures.

11. Knowledge of the basic principles of bookkeeping and financial record keeping procedures.

12. Knowledge of the workings of the court system.

13. Knowledge of the State Reporting System.

14. Skilled in typing, filing, and mailing.

15. Creating simple excel spreadsheets, when needed.

B. Education – Minimal education requirement of a high school diploma or

 equivalent.

C. Experience – Have experience with typing, bookkeeping experience and a working knowledge of the computer.

**IV. DETAILED DUTIES OF SENIOR RECORDS CLERK**

Changes in technology and departmental procedures may cause for an adjustment in duties and responsibilities. This policy shall be updated periodically to reflect these changes. The position’s duties are inclusive but not limited to the following.

Train new personnel in general office procedures and department policies.

Perform Matron Duties (if applicable) as requested by the supervisor.

1. O.P.R.A.: Follow strict guidelines as outlined in the Open Public Records Act for the dissemination of records.
2. Uniform Crime Reports:

1. Compile, classify and analyze crime statistics for all reports for UCR submissions.

2. Code each incident for UCR reporting.

3. Enter into the computer items stolen and dollar amounts.

4. Submit UCR report to the N.J.S.P. according to the established timetable.

1. Discovery:

1. Collect all information for "discovery" for attorneys, public defender and MCPO.

2. Fill requests for all discoveries ie: upload and burn CD of Mobile Video Recorder, provide current and accurate AlcoTest Packet as provided by the NJSP; bill for discovery and send out discovery in a timely fashion.

3. Maintain supplementary domestic violence file and submit to the State on a monthly basis.

4. Maintain bias incident report file and submit to the County and State on a monthly basis.

D. Expungements:

1. Read the Order signed by the Judge for specifics on the defendant.
2. Pull the report and arrest jacket from the file. Review and redact pertinent data. Remove lab reports, imaging and any evidence pertaining to the defendant and their charges. File appropriately.

E. Fingerprint Cards:

1. Type information onto the fingerprint and palm print cards for adults and juveniles, when necessary.

2. Submit to the Morris County Sherriff’s Department and the State of New Jersey within 3 days of arrest.

F. Firearm Applications:

1. Review application for accuracy.
2. Type reference and employment verification letters.
3. Fax to County Adjuster’s Office the Consent For Mental Health Records Search
4. Type the Firearms ID Card and Handgun Permits as requested by the applicant.

G. False Alarm Billing

1. Per the Denville Twp. Ordinance guidelines prepare letters to be sent to local business in violation of said ordinance.

H. Records Window Receipts:

1. Maintain a log for all fees collected.

1. Ensure that monies are transferred for deposit into the bank.

I Accident Reports:

1. Submit to the N.J.S.P. on a weekly basis.

2. Send out all accident reports to insurance companies and personal

 Requests.

J Abstracts:

1. Maintain Procedures for controlling the request of driving abstracts.

2. Processes and files driver’s abstract received from the Motor Vehicles commission.

K. Dog Park Member Applications:

* + - 1. Review application and provide the dog park key to new member.
			2. Send notice of renewal on a monthly basis.

L. Temporary Handicap Parking Applications

1. Review the handicap parking application and provide the parking placard as requested.

M. General Assistance:

1. Assist by performing duties of other office staff during their absence.

1. Perform any other clerical duties requested of the Administrative

 Sergeant, Division Commander, Captain or Chief of Police.