

ADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division is managed by a division manager and consists of two bureaus - Records and Police Community Programs. The Division also provides fiscal management, management analysis and technology support to the Department.

The Records Bureau is responsible for processing and maintaining all of the official records of the Department; for providing reception services; for processing and disseminating public information and responding to public records requests; for issuing permits; and for processing and maintaining warrants and civil orders. The Bureau is directed by a Supervisor IV.

The Police Community Programs Bureau is responsible for coordinating the crime prevention and crime resistance efforts of the Department. In the Department's approach to policing, those tasks are done largely in the context of volunteer-run, self-help activities. Activities such as Block Watch, Speed Watch, special event support, Downtown Ambassadors and Crime Resistance Multi-Housing all contribute to community safety and livability, and all are volunteer-operated. The Bureau is staffed by a senior program specialist who develops and implements activities and manages the Department's volunteer operation.

The Division also includes a management analyst who oversees the budget and performs a wide variety of research and administrative support functions, and a computer support specialist who provides technical support to the operation of the Department's records management system and mobile computing equipment.

Police Administrative Services Manager

Dick Machlan

Supervisor IV

Jeanelle Kirry

Management Analyst

Karen Logan (on military leave)
Micki McMath