



Staff Support Section 1997 Annual Report

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Chief of Police
City of Bellevue

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Staff Support Commander

**BELLEVUE POLICE DEPARTMENT
STAFF SUPPORT
MISSION STATEMENT**

To provide quality services which support the internal operation of the Police Department and the citizens of the community with a high level of efficiency and integrity in a confident, respectful manner.

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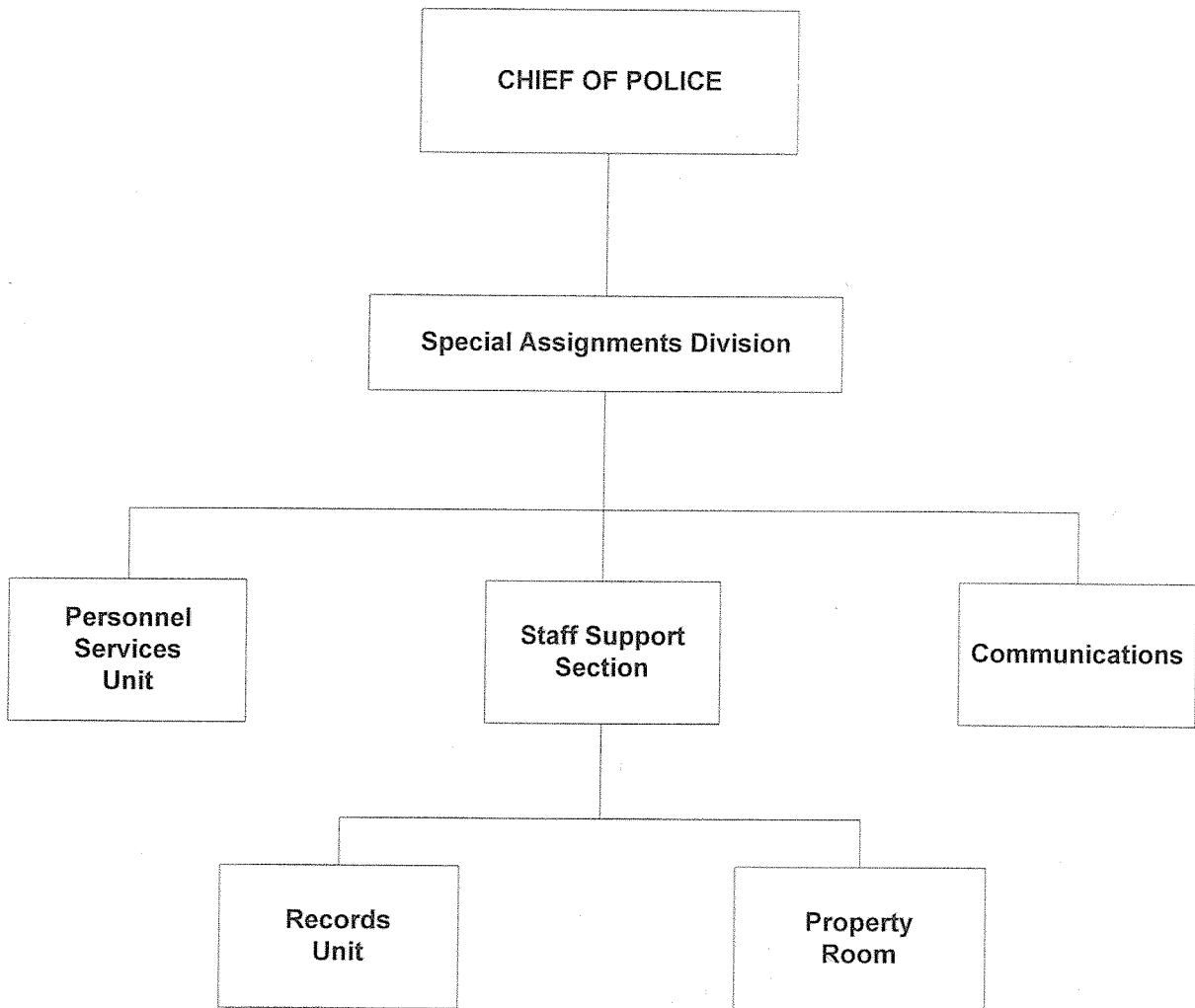
INTRODUCTION

The Police Department's product is service - service that is provided by the employees of the department to the client public. The function of the Records Unit in the Police Department is a critical component to the effectiveness of the entire department. We are the essential support function. Work accomplished and produced in Records impacts every other unit within the Bellevue Police Department. Without the support of the Records personnel, the work done by officers in the field and detectives in the office would be considerably more difficult.

Records Specialists are frequently the public's first contact with the Police Department. Citizen assistance is immediately available at the front counter 24 hours a day, seven days a week (including holidays) and phone lines are open to the public from 0700 hours to midnight daily. In many instances, contact with the public begins and ends with the Records Specialist due to the numerous services which are provided through this Unit.

The Records Unit in 1997 consisted of a Staff Support Commander, four Supervisors, three Lead Specialists, three Police Support Officers and 22 Records Specialists. This staffing is supplemented by eight relief specialists and six volunteers. The majority of the employees work a ten hour shift, four days per week, rotating days off at three month intervals.

1997
SPECIAL ASSIGNMENTS
ORGANIZATIONAL CHART



The Records Unit is a part of the Special Assignments Division

