

300. CIVILIAN EMPLOYEES

This section deals primarily with the Communication and Records keeping divisions of the Police Department. The Dispatching and Clerical staff are a most vital part of this Department. The complete "300" section has over the years become a Manual itself and is not included in the Officers Manual. However, it is imperative that each officer understands the duties and responsibilities of our Communications and Records keeping personnel. Officers must be aware of the instructions given to them and how it relates to what the officer does and information the officer is provided. The only way this can happen is for officers to review the Dispatcher Manual and become familiar with the policy and procedure that Dispatchers have been instructed to follow.

The Communications and Records keeping sections are I believe more than a support service to a small Police Department, they are indeed essential employees.