# RAYMOND POLICE DEPARTMENT

| GENERAL ORDER NO. **120** | DATE OF ISSUE: 11/13/1997 | EFFECTIVE DATE: 11/13/1997 | REVISED DATE: 04/21/2016 10/02/2020 |
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| SUBJECT: **Secretary** C.A.L.E.A: 16.3.1 | | | |
| ISSUING AUTHORITY: Chief Michael Labell | Page 1 of 2 | ____NEW ____AMENDS ____RESCINDS | |

NOTE: This written directive is for the internal governance of the Raymond Police Department, and as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

## JOB SUMMARY

To provide clerical support to the Raymond Police Department.

## SUPERVISION RECEIVED

Works under the general supervision of the Chief of Police who outlines departmental policy. Works under the direct supervision of the Executive Secretary to the Chief of Police who makes work assignments.

## SUPERVISION EXERCISED

None

## EXAMPLES OF DUTIES AND RESPONSIBILITES

1 . Files reports, case files, pistol permits, and generally maintains the condition of the filing system and the filing room.

2. Works in conjunction with the Executive Secretary to process all insurance requests for reports and keeps track of billing and payments.

3. Transcribes from tape any statements given for investigations and or meetings upon request.

4. At the request of the Prosecutor, responds to all requests for Discovery, drug testing results, requests for information from the court and any other duties as required.

5. At the request of Detectives, provides any clerical support as requested.

6. Enters all summonses, warnings, and parking violations into the computer system.

7. Works in conjunction with the Town Clerk's office to process Animal Control Summonses.

8. Processes all report requests to include redactions of non-public information.

9. At the request of an Officer, provides any clerical support as requested.

10. Any other duties as requested/assigned.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED

Knowledge of basic secretarial practices and procedures; knowledge of modern office equipment and its proper use, ability to maintain an effective working relationship with employees and the general public.

Revised Date: 04/21/2016
10/02/2020
C.A.L.E.A Standard: 16.3.1

SIGNATURE OF CHIEF _____