

POLICE PERSONNEL AND RECORDS MANAGEMENT
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TYPES OF POLICE RECORDS:

1. Case Records-composed of complaints and assignment sheet and investigation report.
2. Arrest and Booking Records- records pertaining to the identity and violations of law of a suspected criminal and other known criminals which bear an arrest number for each apprehension.
3. Identification Records- this is a major classification of police records in which the fingerprint record comprises the core of the identification system. This includes among others like Modus Operandi files, rouges gallery as well as detailed information pertaining to the physical characteristics of mostly known criminals.
4. Administrative Records- these are documentations needed in managing the department's personnel which is used to assist in assignments, promotions, training demotions, issuance of disciplinary orders, commendations and the likes.

Types of Report Writing:

1. Investigation Report
2. Progress Report- follow-up effect. It can simply be an accomplishment report.
3. Spot Report- done after an incident took place in a certain area.

Police Personnel Management –it is the process of administering, controlling and developing member of the police agency from their very first day in the service up to separation or retirement.

Records Management – it is an administrative function of every unit of the organization to create, protect, retain, retrieve and preserve records as required for the continuance of its business.

Administrative Records- are records required in the management of the department personnel and designed to aid assignments, promotions, and disciplinary actions.

Alertness- Ability to grasp ideas quickly, his response indicated that he would quickly understand the implication of complex problem and his own actions in the police job.

Appealed Policy- This type of policy is born when a problem arises at the lower levels of the organization and the man in charge does not know how to meet the problem.

Arrest and Booking Records- these are records that maintains the arrest and jail booking report which is required for all persons arrested.

Artisan- a worker who is employed in industry or who is a skilled craftsman.

August Vollmer - the “Father of Professional Policing”, was the primary advocate for requiring higher education for those entering the law enforcement service.

Authority- Means the management is held accountable for the result arising from authority. Administrative supremacy, desired from the exercise of political power and its basic purpose in the accomplishment of a particular goal.

Autocratic Leadership- The ability to obtain from each member of the highest quality of service which he is capable of giving by which the superior officer assumes full accountability for all actions and seeks obedience from his subordinates by issuing orders and commands.

Budgeting- The forecasting in detail of an officially recognized program of operations based on the highest reasonable expectations of operating efficiency and is a total coordinating, operating financial factors.

Career Management- Determining, planning and monitoring the career aspirations of each individual in the organization and developing them for improve productivity.

Case Records- composed of complaints and assignment sheet and investigation report. A complaint or assignment sheet contains information concerning reports and complaints received by a police unit from public and the actions initiated by the police.

Chain of Command- It is the system which has for its purpose to ensure that orders, directives and other information are channelled downward and upward through an organizational structure in a timely and uniformed fashion. It is the manner through which the supervisors establish and maintain the necessary control over subordinates.

Character Investigation- Used to determine the candidates' reputation and character in his neighbourhood and if his habits and attitudes would make him a good prospect for the police job.

Command Responsibility- Generally means, each ranking officers is held responsible for the acts of his subordinates.

Communication in Management- Refers to the transfer of ideas or instruction from one person to another.

Complaint Desk- central or focal points of a police department at which complaints are stated and recorded.

Continuation report- this can be found on the second or succeeding pages of the report

Correspondence File- consist of sets or records of communication classified, arranged and filed alphabetically by the subject to which they pertain.

Craft- It is a trade or occupation which required skills, manual activity, understanding of the principles of the trade, and definite period of training in the trade.

Craftsman- Refers to a skilled mechanical or manual worker who must exercise independent judgment, posses or thorough knowledge of process, and is often reasonable for the maintenance of equipment and material.

Crime Spot Map- posting the location of murders, rapes, robberies, carnapping and other major crimes of the locality.

Criminal Fingerprint- taken from a person arrested.

Daily record of events- record is needed to keep all members of the force informed concerning police operations, assignments administrative instructions.

Delegation- Refers to the act of investing with authority to act for another.

Democratic Leadership- The art of influencing people in which the supervisor draws ideas and suggestions from his subordinates by means of consultation and discussion. By this type of leadership, staff members are encouraged to participate in making decisions, goals, methods, etc.

Direction- Deals with procedures what is to be done who is to do it, when, where, and how it is to be done.

Employee Performance Rating- Refers to the evaluation of the traits, behaviour and effectiveness of an employee on the job as determined by established work standards, it maybe judgmental or developmental in purpose. It is judgmental if it is made a tool in decision making for promotion, transfer, pay increase or termination of employee. It is developmental i purpose when the evaluation is used to facilitate employee improvement in performance or used to improve recruitment, selection, training, and development of personnel.

Expandable Supplies- Refers to those provisions which are consumable of perishable in nature.

Extra-Departmental Plans- These includes those plans that requires action or assistance from persons or agencies outside the police organization or that relate to some form of community organization.

Field Procedures- They are intended to be used in all situation of all kinds and serves as a guide to officers in the field on procedures that relate to the following: Reporting, dispatching, raids, arrests, stopping suspicious persons, receiving complaints, patrolling and conduct of investigation of crimes.

Filing- is the actual placement of materials in a storage container, generally a folder, according to a plan.

Folder-a container in which papers or materials are kept in a filing cabinet

Free-Rein Leadership- It is a leadership in which the commanding officer assumes minimum control but provides materials, instructions and information to his subordinates.

General Statement of Principle- This pertains to some companies which have their policies stated in broad terms, such as statement of objectives, philosophy and creed.

Headquarters Procedures- Usually found in the duty manual because they pertain to the responsibility of one person or one class of persons. Procedures that involve coordinate action on activity of several offices shall be established separately.

Horizontal Coordination- Involves liaisoning among the staff of the same level for the benefit of the entire organization. This is also called Lateral Coordination among the members of the staff.

Human Resource Planning- Also known as manpower planning, it refers to the process of analyzing organization's human resources needs under changing conditions and developing the activities necessary to satisfy these needs.

Identification Records- refers to the 3rd division of police of police records. It also provides positive identification and has its own number series or an identification number assigned to each criminal.

Immovable Property- Materials goods that cannot be physically transferred or moved from one place to another.

Imposed Policy- This type of policy comes from the government in the form of laws, administrative orders, and rules and procedures or contract specifications.

Inter-Office Communication- Interaction between offices at headquarters, provided through stations, off the main switch board through the direct line telephones. It automatically directs or transmit the voice through a similar instrument on selected desk.

Journeyman- a skilled worker actively engaged in a trade or occupation requiring apprenticeship.

Label- It is the tab on the folder which is often covered with a place of gunned paper that identifies the content of the folder.

Line Function- Refers to the primary operational duties like patrol, investigation, vice control and traffic tasks.

Line Organization- It is often called the individual military or departmental type of organization is the simplest and perhaps the oldest type.

Management- the process of directing and facilitating the work of people organized in formal groups in order to achieve a scientific management.

Management Plans- Preparation for equipping and putting in order the police organization to do the job rather than to its actual operation as an organized force.

Miscellaneous Records- these are records which do not relate to recorded complaint and investigation reports but are informational in character.

Memoranda & Circulars- other common means of communicating company policies to employees.

Movable property- material goods that can be physically moved from one place to another.

National Police College- The NPC handles the officer career courses, Bachelor of Science in Public Safety for in-service police personnel, as well as the Master in Public Safety Administration. The course offerings are designed to set the direction of the effectiveness, efficiency and responsiveness of the men and women in public safety services.

Non-expandable supplies- Are those provisions which are durable in nature when used, do not suffer any materials or substance change of alteration in form or substance.

On-the Job Training- the process of making an employee adjusted and knowledgeable in a new job and or working environment.

Originated Policy- This type of policy comes from the board of directors or the president and is intended to set up guidelines in the operation of the firm.

Operational Plans -the work programs of the line division.

Personnel Records- It is a file showing the history of each police officer, both prior and subsequent joining the force which is indispensable.

Police National Training Institute- Handles career non-officer career courses including specialized courses through its regional training schools.

Planning- It is the determination in advance how the objectives of the organization will be trained. It involves the determination of a course of action to take in performing a particular function or activity.

Police Administration- Is the direction of the police organization or a part of it, and the application of its various resources in such a way as to carry out its functions efficiently and effectively.

Prisoner's Property Receipt- a standard operating procedure that during the admittance of a detainee, the detainee shall deposit his belongings to the property custodian in the jail.

Probationary Appointment- Given to an applicant who possesses the appropriate eligibility for position of PO1, who shall serve a probationary period of six one (1) year following his/her original appointment.

Procedural Plans- They are outlined and officially adopted as the standard method of action to be followed by all members of the department under specified circumstances.

Property Accountability- It is the primary imposed by law and regulation on the supply accountable, office to keep forward record of supplies.

Property responsibility- an obligation imposed by regulation and law to the property custodian to keep and maintain informed records of supplies and equipment entrusted to him.

Public Safety Officers Advance Course- A mandatory training requirement for police personnel aiming to be promoted to the rank of Chief Inspector.

Public Safety Officers Basic Course- Designed to provide the knowledge, skills and attitude to junior officers of the PNP, BFP, and BJMP to enable them to perform their prominent duties and responsibilities for the middle staff positions. Passing the course is a requirement to be promoted to the rank of Senior Inspector.

Public Safety Basic Recruitment Course- Entry training requisite for PNP permanent appointment with the initial rank of Police Officer I.

Public Safety Officer Candidate Course- A mandatory requirement for promotion to Inspector, its primary objective is to provide the senior public safety Non-Commissioned Officers with essential knowledge and skills to strengthen their leadership qualities and sense of responsibility.

Public Safety Officers Senior Executive Course- It is a mandatory training for promotion to Police Superintendent.

Record Cycle- the lifespan of a record from creation until disposition.

Seventy-seven (77) – is the minimum number of points the male applicants for police service should obtain in the Physical Agility Test to qualify for Psychological test.

Supplemental or progress report-shall be accomplished by the investigator if the case is left in pending status.

Spot Map- is very useful to indicate the traffic accidents and location where there's a crime.

Tab- to the portion of a guide or of a folder that extends above the regular height of the folder or the guide.

Tactical Plans- These plans are restricted to methods of action to be taken at a designated location and under specific situation.

Technical Report- is accomplished by the investigator to cover all angles of the case. This record is the result of laboratory examination of evidence specimens gathered.

Trade Test- Refers to examination or test to determine whether a person needs the standards of a particular trade.

Uniform Crime Reporting- this shall be established in every police station for monthly and annual reports.

Vertical Coordination- Authority from the top management or executive delegated the line through each level of management to its first-line supervisor.

Wasserman- test that will be made before permanent appointment.