



## Cheverly Police Department Records Specialist Job Description

### About Us:

Cheverly is geographically located in the western portion of Prince George's County, Maryland, just one mile from the northeastern Washington, D.C. border. Cheverly is not just a place; it's a vibrant community that thrives on diversity, creativity, and a shared commitment to excellence. Our town is more than just tree-lined streets and historic charm – it's a canvas of opportunities waiting for talented individuals like you to make their mark.

### Job Summary:

The Town of Cheverly Police Department is a team where tradition meets innovation to create a dynamic and inclusive law enforcement community. We're not just safeguarding a town; we're building a future. If you're an agile and forward-thinking individual looking to make a meaningful impact, consider this your invitation to join our ranks.

As a Police Records Specialist, you will embrace technology to enhance our operations. As we navigate the landscape of law enforcement, this role plays a significant part in maintaining accurate and organized records within the law enforcement agency.

### Key Responsibilities:

- **Digital Gatekeeper:**
  - Embrace innovative technology to manage and organize police records efficiently.
  - Navigate digital platforms and systems to ensure accurate and secure data entry.
- **Guardian of Order:**
  - Oversee the management, organization, and dissemination of police records with meticulous attention to detail, in compliance with departmental guidelines and legal standards to facilitate efficient retrieval and ensure data integrity.
  - Implement and maintain systematic procedures for optimal record-keeping.
  - Verify requester credentials and permissions before releasing sensitive information, ensuring compliance with privacy regulations.
- **Legal Compliance Specialist:**
  - Ensure strict adherence to legal requirements and departmental policies in maintaining and disseminating records.
  - Stay abreast of changes in regulations to guarantee continuous compliance.
  - Maintain strict confidentiality and adhere to security protocols to safeguard sensitive and classified information in police records.
  - Monitor access to records, ensuring that authorized personnel are the only individuals able to view and handle confidential documents.

The Town of Cheverly    6401 Forest Road    Cheverly, MD 20785-3197    (301) 773-8360  
[www.cheverly-md.gov](http://www.cheverly-md.gov)





- **Data Entry Lead:**

- Take the lead in entering and updating data promptly and accurately, contributing to the seamless flow of information within the department.
- Accurately enter and maintain confidential police records, including incident reports, arrests, investigations, citations, and other law enforcement-related documentation.

- **Information Liaison:**

- Respond to information requests from various stakeholders, including law enforcement personnel, legal entities, and the public.
- Be the go-to person for accessing and disseminating crucial information.

- **Collaborative Enforcer:**

- Collaborate with fellow law enforcement personnel to ensure a cohesive and well-organized records system.
- Respond to public, legal, and law enforcement requests for records and information promptly and professionally.
- Provide support and guidance on record-keeping best practices.

- **Perform Other Duties and Tasks as Assigned:**

**Requirements:**

- A high school diploma or GED equivalent is required.
- Additional coursework or training in records management, criminal justice, or a related field is beneficial.
- Strong attention to detail and organizational skills to accurately input and maintain police records.
- Communication and customer service skills.

**Qualifications:**

- Proficiency in using computer systems and record-keeping software.
- Demonstrated ability to maintain a high level of confidentiality and integrity when handling sensitive information.
- Ability to adapt to changing work environments, priorities, and technologies within the law enforcement field.
- Understanding of legal requirements and regulations pertaining to police records management, including privacy laws and data security standards.
- Proficiency in identifying and resolving issues related to record-keeping, data accuracy, or access control.

**How to Apply**

To apply, please submit your resume and cover letter to Chief David Morris at [dmorris@cheverlypolice.org](mailto:dmorris@cheverlypolice.org)

