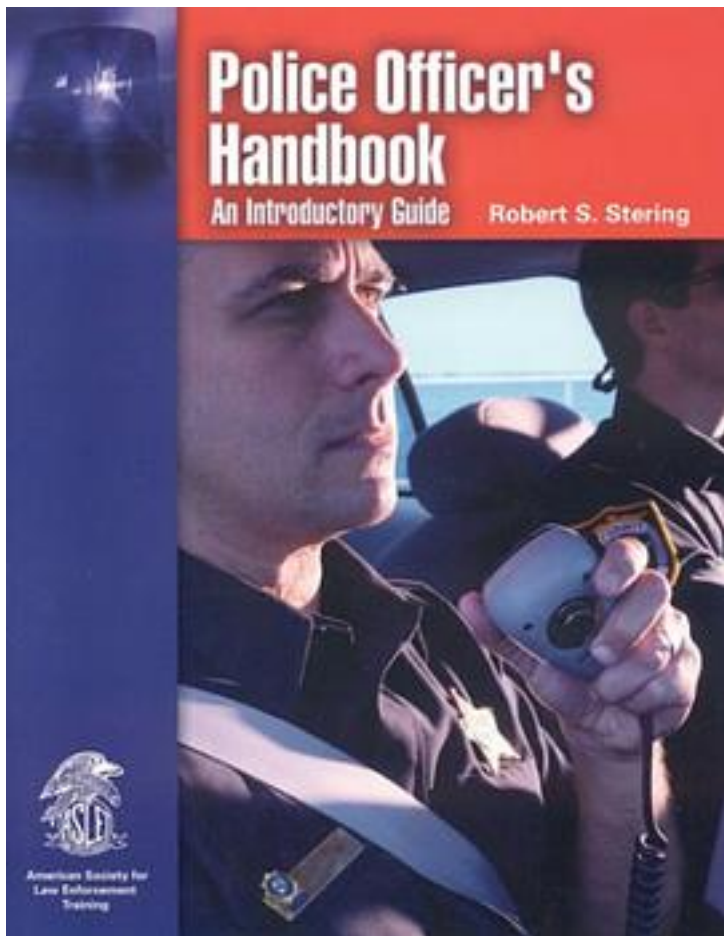


Police Officer's Handbook



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Administrative tasks may occur behind-the-scenes in a law enforcement agency, but they are critical to effective management and function. This handbook provides an overview of administrative functions of a law enforcement agency. It begins with an

explanation of written directives-the different forms of paperwork generated by a law enforcement agency. This is followed by material on core administrative topics such as recordkeeping, reporting, and distribution and allocation of personnel, as well as a discussion of the administrative work involved in crime analysis and intelligence analysis. It concludes with chapters specifically dedicated to explaining, step-by-step, how to use Microsoft Word, PowerPoint, and Access in law enforcement. This working reference manual is an excellent resource for police departments or any law enforcement agency wishing to learn the basics of law enforcement administration.

作者介绍:

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