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# POLICE RECORDS TECHNICIAN RESUME

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## Objective:

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Secure a challenging position as a Police Records Technician in a growing organization.

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## Summary of Skills:

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- Deep knowledge of modern law enforcement standards and policies
  - Operational knowledge of Records Management System
  - Ability to perform clerical and administrative work
  - Ability to maintain records and data accurately
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## Work Experience:

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Police Records Technician  
Volga, Houston, TX  
August 2005 to till date

- Reviewed all reports from police officer.
- Assisted in preparing all types of crime reports and records.
- Operated police vehicle and assist in executing assigned duties as needed.
- Checked daily records of police activities schedule.

Police Records Technician  
Kad Inc, Houston, TX  
May 2000 to July 2005

- Entered police reports into the Records Management System.
  - Maintained reports based on Uniform Crimes.
  - Provided several police related information to civic and legislative agencies.
  - Provided administrative support to law enforcement personnel as required.
  - Established and maintained records as needed.
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## Education:

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High School Diploma  
Thurston High School, Springfield, OR

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