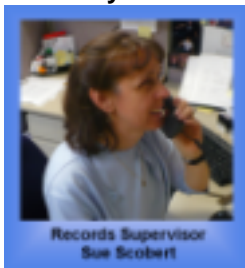# Records Division

Accuracy, Professionalism and Support

The Records Division processes all written reports and other documents generated within the Police Department and received from outside agencies. Records personnel enter, modify, and retrieve data in various computer systems, conduct local background checks, transcribe interviews related to sensitive cases, coordinate the City of Lake Oswego's alarm program, answer and route all incoming business telephone calls, and greet and assist all walk-in counter customers.

Data entry in the Records Office not only documents the number of police reports handled in a given year, it also classifies those reports into crime statistics that are submitted to the State of Oregon and the FBI. Analysis of the figures enables the Lake Oswego Police Department to efficiently use our resources and develop strategies to effectively reduce crime.

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