

# Administrative Division

The Temple Police Departments Administrative Division is staffed by a full-time office manager, a full-time office assistant, and a full-time admin services personnel who are responsible for all support services within the department. These services include providing professional assistance to both the citizens of Temple as well as the individual personnel of the police department.

The Administrative Division works very closely with the various Municipal, Juvenile, and Superior Courts to ensure the proper documentation is available when needed and is maintained accurately, safely, and efficiently.

The Administrative Division maintains all records, reports, and criminal history information within the department and provides reports to courts, insurance companies, and the public as requested.

In addition, the Administrative Division maintains and updates warrants issued by the Municipal Court as well as files for the Georgia Crime Information Center (GCIC) and the National Crime Information Center (NCIC).

Administrative Division also will keep up with and maintain all vehicle repairs and upkeep. As well as other duties assigned.

- Court will be 1st and 3rd Friday of each month. On Court days the office at the police department will be closed.
- The Temple Police Department Administrative Division is open Monday through Friday from 8:00 AM until 5:00 PM.
- Reports are available after 4 to 5 business days, for a fee of \$5.00
- Criminal History Background Checks are available Monday through Friday from 8:00 AM until 5:00 PM. The fee for background checks is \$20.00.
- Forms of payment: Cash (Please have exact change available), Money Orders, Visa, Mastercard or Discover card.