1. The Chief of Police shall appoint the Crime Analysis Clerk subject to the Human Resources Department.

2. The Crime Analysis Clerk shall:
   a. Report to the Lieutenant of Police – Investigations Unit.
   b. Maintain the City Hall (Mon-Fri) work schedule.
   c. Have knowledge of and obey all policies, procedures, rules, regulations, orders and directives pertaining to a Crime Analysis clerk.
   d. Check E-Mail, Voice Mail, and any assigned mailboxes at least once each workday.
   e. Perform the following daily tasks:
      1) Evaluate all documents submitted, including case reports, supplements, arrest headers, RPD Contact Forms (F.I. Card/Gang Card), Stop & Frisk Forms, juvenile apprehensions, teletypes, arrest logs, Shift Commander reports and maintain a computer file containing this information.
      2) Forward information gleaned from reports to the appropriate division/unit.
   g. Attend the Patrol and Investigations Division roll calls that take place during your normal working hours and provide information concerning criminal activity in addition to other data pertinent to officers.
   h. Research and publish Crime Information Bulletins or Inter-office Memorandums dealing with crime trends and patterns/suspects/suspicious parties as circumstances require.
   i. Maintain the Crime Analysis portion of the roll call room bulletin board.
   j. Maintain and update files on inmate releases, field information cards, nicknames, youth offenders and stolen/recovered vehicles.
   k. Research crime trends and/or patterns and then develop Problem Solving Assignments when necessary.
   l. Research and provide specific criminal activity data as requested by divisions, units or individual officers.
      1) Respond to requests verbally when appropriate.
      2) Respond in written form as appropriate i.e. wider dissemination, Crime Information Bulletins, computer read-outs or other printed format.
   m. Sort and store the incident inquiries by crime for reference.
   n. Represent Crime Analysis at meetings concerning crime trends and other topics where Crime Analysis resources would be of assistance.
   o. Answer the Crime Stoppers telephone and forward information to the appropriate Division/Unit.
   p. Review Oscar locations as appropriate and distribute related information to all sworn personnel.
   q. Perform data entry as necessary.
   r. Create daily, monthly and specialty computerized crime maps.
   s. Track nuisance properties.
   t. Maintain FBI wanted person listings.
   u. Perform other duties as assigned.