



City of Racine Police Department
Policy and Procedure

Number: 339

Subject: Duties and Responsibilities - Clerk – Crime Analysis		
Date Issued: 9-21-90	Effective Date: 02-17-11	Revision Number: 3

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.
 - f. Publish and distribute the Daily Bulletin.
 - 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.

[Table of Contents](#)