



City of Racine Police Department
Policy and Procedure

Number: 347

Subject: Duties and Responsibilities - Clerk – Warrants		
Date issued: 04-14-00	Effective Date: 11-13-12	Revision Number: 3

1. Appointment. The Chief of Police shall appoint the Warrants Clerk in accordance with the Personnel Department rules and contractual stipulations.
 - a. He/she shall report to the Courts Sergeant.
 - b. He/she shall maintain the City Hall (Mon-Fri) work schedule.
2. Duties and Responsibilities. The Warrants Clerk shall:
 - a. Have knowledge of and obey all policies, procedures, rules, regulations, orders and directives pertaining in general or specifically to Warrants.
 - b. Report to work on time, and maintain a regular and consistent attendance history.
 - c. Check E-mail, Voice Mail, and all other assigned mailboxes periodically each workday.
 - d. Establish and maintain the warrant and commitment filing system.
 - e. Enter and maintain the database in the PHOENIX system for all warrants and commitments received.
 - f. Validate all the warrants prior to entry into the CIB system.
 - g. Validate warrants currently entered NCIC/CIB on a monthly basis.
 - h. Place detainers and schedule or cancel pickups for those persons currently incarcerated with outstanding warrants or commitments.
 - i. Review the Racine County Sheriff's Department jail billing for accuracy.
 - j. Answer office telephones; take messages and information from citizens and Department members/employees.
 - k. Maintain a TIME system certification.
 - l. Type letters, inter-office memorandums and monthly reports as required.
 - m. Assist other Department clerical staff on a fill-in or as-needed basis.
 - n. Perform other duties as assigned by the Sergeant of Police – Courts.

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