



City of Racine Police Department

Policy and Procedure

Number: 350

Subject: Duties and Responsibilities - Clerk – Identifications		
Date Issued: 04-14-00	Effective Date: 01-05-12	Revision Number: 3

1. Appointment. The Chief of Police shall appoint the Identifications Clerk in accordance with the Personnel Department rules and contractual stipulations.
 - a. The Identification Clerk shall report to the Supervisor of the Identification Unit.
 - b. The Identification Clerk shall maintain the City Hall (Mon-Fri) work schedule.
2. Duties and Responsibilities. The Identifications Clerk shall:
 - a. Have knowledge of and obey all policies, procedures, rules, regulations, orders and directives pertaining in general or specifically to Identifications.
 - b. Report to work timely, and maintain a regular and consistent attendance history.
 - c. Maintain a valid Wisconsin Drivers License.
 - d. Catalog and file processed film.
 - e. Receive, file and ensure filling of orders for evidentiary photos.
 - f. Fill photo requests and requests for duplication of video media in accordance with Unit operating procedures.
 - g. Properly transfer all evidence for testing and evaluation as necessary.
 - h. Complete all data entry and other record keeping for processing and tracking of photographs, fingerprints and other evidence.
 - i. Fingerprint citizens as required within policy #1118.
 - j. Prepare letters, inter-office memorandums, reports and all other Identifications Office correspondence as necessary.
 - k. Prepare, submit, file and transport cases to and from Crime Labs as directed.
 - l. Appear in court as directed regarding the chain of custody of evidence.
 - m. Operate assigned Department vehicles in accordance with Department and City guidelines.
 - n. When a purchasing card is issued by the City Purchasing Agent, abide by the purchasing card agreement, directives and guidelines including the submission of monthly expense reports on a timely basis.
 - o. Assist the Criminalists as needed in the Identification Unit.
 - p. Perform other duties as the assigned by the Investigative Commander/I.D. Unit Supervisor.

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