

**COLORADO SPRINGS POLICE DEPARTMENT**

**VOLUNTEER SERVICES**

444-7441

**VOLUNTEER JOB DESCRIPTION**

**POSITION:** Crime Analyst Support Volunteer

**RESPONSIBLE TO:** Crime Analyst Supervisor

**LOCATION:** Sand Creek Subdivision

**GENERAL DESCRIPTION:** Enters and extracts computer data, establishes and maintains files and performs general administrative duties in support of the Crime Analyst and other Division personnel.

**RESPONSIBILITIES:**

1. Maintains directed activity books.
2. Maintain specific gang network files.
3. Distributes correspondence to Division personnel from the Crime Analyst.
4. Extracts data from specific data bases.
5. Enters data into the data bases.
6. Opens and organizes correspondence.
7. FAXes correspondence as directed.
8. Shreds designated documents.
9. Alphabetizes case reports and puts them in numerical order.
10. Answers telephone.

**TIME REQUIRED:** 24 hours per week. Six months commitment.

**TRAINING:** To be accomplished by supervisor.

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Revised February 21, 2003

**QUALIFICATIONS:** File maintenance and administrative experience is helpful, it is not required.

**BENEFITS:** An understanding of police work and the dedication required to complete the job of a dedicated law enforcement agency.