THE CITY OF REDMOND
POLICE DEPARTMENT

Redmond Police Department
Volunteer Program

Job Description

Title: Crime Analyst Assistant

Function: Assist the Crime Analyst in entering additional information about selected
crimes into records management database and/or crime series logs. Assist
with temporal/geographic display of particular crime categories. Assist in
production of bi-weekly crime bulletins.

Duties: Review case reports from selected crime categories as assigned and log
Particular information (date, time, suspect, info.)

Obtain and copy original reports, if necessary, to identify additional
information about the crime

Plot weekly MVProwls, MVThefts, and Burglaries on a pin-map

Enter modus operandi field including method of entry and property taken.

Review the occurred between date and time fields and update as necessary

Other duties as assigned

Qualifications: Comfortable working with computer; confident learning new skills

Ability to use computer to enter data

Proficient with Word and data formatting

Ability to transfer data accurately

Ability to maintain confidentiality

Training: CAD-RMS data entry standards
MS Office: Adobe Photo Deluxe

Time Commitment: Must be able to work Monday mornings.

One 6-hour shift per week or 2 3-hour shifts per week

A minimum of one-year commitment.

Reports To: Crime Analyst

Revised 10/09/01