



June 2008

## **CRIME ANALYST**

### **DEFINITION**

Under general supervision, provides varied analytical support related to crime and criminal intelligence in support of the Police Department; researches, collects, analyzes, and disseminates statistical information and reports to departmental management used in making operational changes and business decisions; develops, summarizes, and maintains crime analysis records; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Police Business Manager. Exercises no direct supervision of staff.

### **CLASS CHARACTERISTICS**

This is a full experienced-level professional class that provides complex analytical support to the Police Department, including maintaining a database of statistical information relating to criminal activity in the City and evaluating this information for trends. Successful performance of the work requires knowledge of Police Department functions and activities and the ability to act as a resource for organizational, managerial, and operational analyses and studies. This class is distinguished from the Police Records Specialist in that the latter is responsible for providing customer service, clerical, and records management support to the Police Department, whereas the Crime Analyst compiles and analyzes crime data to identify trends and improve operational efficiency.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.*

- Compiles and analyzes information from various sources on crime and criminal intelligence to identify patterns or crime trends and the mode of operation of potential suspects.
- Performs complex statistical analysis on data; prepares analytical and statistical reports, charts, graphs, maps, bulletins, and other written reports.
- Prepares crime statistical summaries and reports on projections of long-term changes and crime trends, including evaluating data from districts within the City to ensure proper police presence has been established in the area.
- Formulates theories regarding crime trends, patterns and perpetrators; develops hypothetical links between crime trends, criminals, and crime groups.
- Develops and maintains information system applications and databases relative to criminal activity; audits and maintains quality control of crime analysis data through accurate data documentation.
- Utilizes the City's GIS systems to create visual crime concepts illustrating trends in the types of crimes being committed in particular areas.
- Updates and conducts Police Department systems training for new staff; trains new staff on crime analysis tools and databases.

- Provides statistical information for filing required crime reports with Federal and State agencies; provides information related to crime analysis to businesses, government agencies, and the public.
- Participates on a variety of interdisciplinary committees and commissions and represents the City to the community and other organizations.
- May provide daily briefings of crime analysis data to Patrol Officers and Command Staff.
- Communicates orally, in writing, or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups, and representatives of various organizations.
- Performs other duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Techniques, methods, and procedures of conducting crime analysis and research, including collecting data, performing statistical analysis, and preparing reports.
- Basic organization and functions of municipal police services.
- Basic practices, procedures, and techniques of the development, implementation, coordination, and evaluation of programs.
- Applicable Federal, State, and local codes, regulations, and departmental policies, technical processes and procedures.
- Business letter writing and the standard format for reports and correspondence.
- Modern office practices, methods, and computer equipment.
- Record keeping principles and procedures.
- Computer applications related to the work, including specialized database applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

### **Ability to:**

- Conduct effective crime analysis and research.
- Understand the functions, principles, and practices of municipal police services.
- Identify and document crime series and patterns.
- Collect, analyze, interpret, and document complex statistical data.
- Analyze operational objectives and issues, evaluate alternatives, and reach sound, logical, fact-based conclusions and recommendations; prepare reports and recommendations.
- Properly develop and interpret complex tables, charts, and graphs.
- Coordinate program activities with multiple stakeholders and facilitate development of partnerships and multi-agency agreements.
- Understand, interpret, and respond to internal and external customer needs and expectations.
- Interpret, apply, and explain applicable Federal, State, and local laws, codes, regulations, departmental policies and procedures.
- Effectively make presentations to various groups.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Prepare clear and effective reports, correspondence, and other written material.

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in criminology, police science, business or public administration, or a related field, and two (2) years increasingly responsible professional administrative and analytical experience, preferably in a law enforcement setting.

**Licenses and Certifications:**

- Possession of a valid driver's license with a satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.