

CRIME ANALYST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction, performs a variety of administrative, strategic, and tactical analyses, studies, and research projects related to criminal activity; collects, compiles, and analyzes data from a variety of sources to identify and evaluate crime series, trends, and patterns; prepares crime summaries, statistical reports, spreadsheets, charts, maps, diagrams, and graphs; and disseminates information to members of the Police Department and the community.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a full range of crime related analysis; research, analyze, and collect data from a variety of sources to identify and evaluate crime series, patterns, and trends; attend investigations briefings; review police officers' crime and arrest reports for content and to evaluate shifts and/or other changes in crime patterns and trends.
2. Prepare reports and maps related to crime patterns and trends; provide information related to crime patterns and trends for Department staff including the Field Services and Investigations Units; prepare and evaluate Crime View Beat report for updates for Field Services use; create custom reports as requested for analyzing trends and proactive enforcement; analyze and prepare robbery date/time/location/MO analysis and maps for investigators.
3. Respond to Administrative requests for statistical reports and analysis for Department use and public dissemination.
4. Prepare weekly statistical information for posting on the Police Department's website and other locations as required; prepare crime maps and spreadsheets for posting on the City's website.
5. Compile and prepare reports when requested under the Public Records Act.
6. Maintain records and develop reports concerning crime analysis; maintain records for in-house statistics; maintain and file crime analysis and management reports; prepare statistical reports as required.
7. Serve on committees as requested; collaborate and communicate with analysts from other agencies.
8. Assist with other Police Department activities; provide assistance to the Records Unit as requested; prepare and review reports.
9. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of crime analysis; incorporate new developments as appropriate into programs.

10. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a crime analysis program.
- Principles, practices, methodologies, and techniques of crime analysis, crime prevention, law enforcement, and police records processing.
- Various methods and techniques used in research and statistical analysis.
- Uniform Crime Reporting (UCR).
- Principles of data collection, analysis, and dissemination.
- Recent developments, current literature, and information related to crime analysis.
- Geographic features and locations within the area served.
- Pertinent federal, state, and local laws, codes, and regulations.
- Office procedures, methods, and equipment including specialized public safety computer systems and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and procedures of record keeping.

Ability to:

- Perform statistical research and analysis.
- Analyze various crime data and develop analytical reports.
- Track and present findings related to criminal activity, patterns, and trends.
- Prepare predictions of criminal activity based upon previous reported activity and an analysis of typical behavior patterns.
- Generate reports, maps, charts, graphs and other visual aids.
- Prepare clear and concise reports.
- Utilize various computer systems in statistical analysis and data collection.
- Operate office equipment including computers and supporting crime analysis programs and databases.
- Organize, maintain, and retrieve data from manual and electronic files.
- Interpret and apply applicable federal, state, and local laws, codes, and regulations.
- Work cooperatively with other departments, City officials, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
- Recommend and implement goals and objectives for providing crime analysis and research.
- Plan and present material both orally and in writing.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in criminal justice, statistics, or a related field.

Experience:

Two years of increasingly responsible para-professional level administrative research and staff support experience, preferably in a law enforcement or criminal justice setting.

License or Certificate:

Possession of a Department of Justice Crime & Intelligence Analysis certificate is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Created: February 1998
Revised: June 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.