

CRIME ANALYST

DEFINITION

To perform administrative, strategic and tactical analyses, studies and research projects related to criminal activity; to identify patterns of actual and anticipated criminal activity and make recommendations related to resolving or preventing such activity; and to perform other administrative duties in support of the Police Department.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from sworn management staff, as assigned.

May exercise technical and/or functional supervision over support personnel, as appropriate.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Research, analyze and collect data from a variety of sources, including crime and patrol reports, criminal intelligence, and law enforcement bulletins to identify and evaluate crime series, patterns, and trends; develop and provide statistical information to the department, City Council, other City departments and the public.

Perform tactical analysis related to the recognition and identification of series crimes; perform mathematical calculation of probability and recognize patterns on cluster of activity; make recommendations for directed patrol efforts or problem solving measures to prevent crimes or aid in the apprehension of suspects.

Use a variety of computerized database systems to maintain and obtain accurate criminal activity information and records; analyze and evaluate data fields and test technology applications to identify discrepancies.

Prepare policy and procedure recommendations for law enforcement technology systems; prepare training documentation and provide training to end users.

Review data from a variety of reports, media articles, law enforcement bulletins and criminal intelligence to maintain current knowledge of criminal activity and law enforcement issues.

Prepare technical reports and make related visual presentations that include maps, charts, graphs, and diagrams; prepare integrated sound, text, and graphics presentations, using a variety of geographic information systems (GIS) programs to show criminal activity.

Prepare and distribute a variety of information related to criminal activity, including bulletins, wanted-persons posters, and video surveillance images; distribute information related to serious

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habitual offenders, sex offender registrants, parolee information; prepare and distribute a variety of weekly and monthly information reports, as required.

Develop and maintain effective liaison with local, State, and federal law enforcement agencies; exchange criminal intelligence and crime information; respond to inquiries regarding local intelligence and crime problems.

Assist in the preparation of grant applications to secure funds; monitor grant reporting procedures for compliance; gather compile and evaluate data to assist in evaluation of grant programs; may assist in the preparation of an assigned budget.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of crime analysis.

Methods for researching, collecting and collating crime and intelligence data from a variety of sources.

Methods and techniques of research, collection, and statistical analysis of crime data as applied to law enforcement activities.

Computerized geographic information systems (GIS), computer aided dispatch (CAD) and records management systems (RMS) as used in law enforcement; State-wide justice and crime information systems.

Report preparation, including presentation of statistical data and related analysis.

Recent developments, current literature and information related to crime analysis.

Modern office equipment and computers including word processing, spreadsheet, and database applications.

Pertinent local, state and federal laws, codes, ordinances, City functions, policies, rules and regulations.

Basic principles of budget preparation and monitoring.

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Techniques and principles of effective interpersonal communication.

### Ability to:

Research, collect, analyze, and present data and information related to criminal activity.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Compile and interpret statistics and analyze various crime data; prepare extensive reports, maps, charts, graphs, and other visual aids.

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.

Interpret and explain department and City policies and procedures; respond to requests and inquiries from the general public.

Evaluate information from multiple sources and determine the importance and limitations of data.

Prepare policies and procedure recommendations for the use of law enforcement applications and systems.

Communicate clearly and concisely, both orally and in writing.

Preserve confidentiality of sensitive material routinely encountered as part of work assignments.

Operate a personal computer with proficiency and familiarity to produce effective professional reports, charts, spreadsheets and other documents.

Establish and maintain effective working relationships with those contacted in the course of work.

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### Experience and Training

#### Experience:

Two years of increasingly responsible crime research and analysis experience. Designation as a Certified Crime and Intelligence Analyst with the State of California may be substituted for the required experience.

AND

#### Training:

A Bachelor's degree from an accredited college or university.

#### License or Certificate:

Possession of a California driver's license upon date of appointment.

Must obtain valid CPR and First Aid certificates within one year of employment.

12-08-14

01-30-13

08-25-12

09-16-06

06-03-98

02-22-89      Crime Analyst