



CRIME ANALYST

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex protective service and responsible administrative work participating in the collection and analyzing of crime and statistical information to department personnel, County citizens and other criminal justice agencies.

Work is performed under regular supervision. Collects, analyzes, and provides crime and statistical information to department personnel, County citizens, and other criminal justice agencies. Identify, analyze and disseminate timely and pertinent information related to crime patterns and trend correlations; assist operational and administrative personnel in planning the deployment of resources for prevention and suppression of criminal activities; aiding the investigative process; and increasing apprehensions and clearance of cases. Identify, analyze and disseminate timely and pertinent information related to subjects and/or organizations suspected of criminal activity that may be associated with crime patterns and trends.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Monitors laws, rules, policy, procedures, and emerging technology in the field of crime analysis to recommend or adopt new or improved processes or procedures.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Acquires, stores, and retrieves data, reports, and other crime related information to and from databases;
- Assembles, organizes, and analyzes crime related data to detect trends, patterns, or other information to aid in law enforcement and the prevention of crime;
- Prepares tactical analysis, strategic analysis, administrative analysis, and other statistical reports and information for the Chief of Police, Division Commanders, and Investigations Lieutenant on a regular basis;
- Assists the Investigations Lieutenant, Division Commanders, and Chief of Police with operations analysis. Assists law enforcement personnel by providing reports, maps, charts, and other forms of information;
- Coordinates with other departments or outside agencies to assist with law enforcement activities by providing crime related information or consultation;
- Issues special bulletins, alerts, or other notices to alert law enforcement or others to significant trends or changes in criminal activities or to special hazards;
- Attends shift, unit, and division meetings to exchange information as necessary;
- Attends in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills;
- Summarizes, tabulates, or formats data or information in accordance with a prescribed plan;
- Speaks informally and formally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations;
- Composes original reports and other written materials using proper language, punctuation, grammar, and style.
- Gives information, guidance, or assistance to people to directly facilitate task accomplishment;
- Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the policies, rules, and regulations of the department. Considerable knowledge of and the ability to read journals, manuals, and professional publications. Knowledge of the philosophies, theories, practices, and techniques of modern police management and operations. Knowledge of research methodology and various statistical techniques and the ability to determine the techniques that are most appropriate to the question or situation at hand. Ability to effectively plan, organize, and coordinate projects dealing with various personnel. Ability to communicate information of a complex nature accurately, concisely, and clearly in both writing and speech, including public speaking. Ability to use mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, geometric constructions, algebraic solutions of equations and inequalities, descriptive statistics, and mathematical classifications or schemes. Ability to apply specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure. Ability to exercise a high degree of analytical ability, creativity, and initiative and to make recommendations based upon analysis and interpretation of research findings.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in a related field; and three years of related experience; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.

SPECIAL REQUIREMENT:

Must undergo a thorough background investigation.