

CRIME ANALYST 1-2

CLASS DESCRIPTION

General Responsibilities:

This is responsible professional work in providing crime analysis, evaluation, and dissemination of data to the operational and investigative functions of the Police Department. This classification is characterized by the independent application of professional skills in the deployment of resources targeted to prevent and suppress criminal activities, aid in the investigative process, and increase identification and apprehension of suspects. Incumbents perform a variety of tasks relating to the analysis of public safety problems and the initiatives to address them. This position works under the direction of the supervisor of the Criminal Intelligence Section.

This series is structured to provide advancement from Crime Analyst 1 to Crime Analyst 2 as a function of the employee's career development, including familiarity with law enforcement-specific software, and generally occurs after two years.

Crime Analyst 1

This is the entry-level of the Crime Analyst series. Under close to limited supervision, the incumbent is responsible for performing Crime Analyst work while learning the software required to do the job.

Crime Analyst 2

This is the objective-level of the Crime Analyst series. Under general supervision, the incumbent is expected to use independent judgment and discretion in performing the full range of duties and responsibilities associated with this classification.

Examples of Duties and Responsibilities:

Crime Analyst 1

Utilize various databases and software to collect, analyze, evaluate, and disseminate crime data. Develop and implement tools necessary to identify crime trends and track those trends, identifying and analyzing patterns of crime and disorder incidents. Explore and develop ways to make information more accessible to investigators.

Generate hypotheses about public safety problems. Maintain statistical reports that detail the results of analysis, conclusions, and recommendations. Prepare periodic statistical reports for departmental use. Prepare oral and written presentations of methods and findings. Brief police command staff and others on analyses.

Maintain technology used for crime analysis. Remain current on new trends in crime analysis techniques and software.

Interpret cell phone records as required.

Perform related work as required.

Crime Analyst 2

Perform all the work of a Crime Analyst 1 with a greater degree of independence, judgment, and discretion.

Build and maintain databases, tools, and queries for crime analysis operations.

Research analytical tools for process improvement. Implement hardware, networks, and systems software. Act as project leader on smaller software projects and or components of larger projects.

Train department members on access to and analysis of data.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Crime Analyst 1

Possession of a Bachelor's Degree in criminal justice, statistics, or a related field. Other combinations of training and/or experience that can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will be considered.

Crime Analyst 2

Two years of related professional crime analysis experience. Such experience would normally be gained following possession of a Bachelor's Degree in criminal justice, statistics, or a related field. Other combinations of training and/or experience that can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will be considered.

Specific training and experience requirements will be established at the time of recruitment.

Knowledge, Skills and Abilities:

Crime Analyst 1

Working knowledge of research methodology and techniques, including investigative procedures. Working knowledge of police operations and advanced statistical and mathematical concepts applicable to analytical, planning, and research work. Working knowledge of and ability to use computer software applicable to the duties of the position, including geographic information systems, database creation, word processing, spreadsheets, and statistical software. Knowledge of the principles of effective analytical report writing and sources of data for crime analysis. Ability to explain the results of research effectively in oral, written, and graphic form. Ability to work effectively with sworn law enforcement personnel in order to understand crime incidents and requests for data and analysis. Ability to determine customer needs and define the scope of projects. Ability to manage and assist in the preparation of comprehensive analytical products and reports. Ability to convert data into reports, graphs, and maps. Ability to manage multiple tasks simultaneously and communicate progress or delays on projects. Ability to effectively participate in team efforts to improve/develop departmental programs and services. Ability to exercise judgment and discretion in completing assigned tasks. Ability to communicate effectively both orally and in writing; and to clearly communicate complex research methods and findings to diverse audiences. Ability to listen effectively to various levels of the agency and to gain an understanding of their knowledge and perceptions of problems. Ability to locate, read, and comprehend directly related research. Ability to think creatively about public safety problems. Ability to protect the integrity of confidential information. Ability to manage multiple projects over extended time periods. Ability to develop effective working relationships with police officers, support staff, and personnel in other agencies. Ability to work effectively with multicultural communities. Ability to maintain adequate attendance.

Crime Analyst 2

Thorough knowledge of research methodology and techniques, including investigative procedures. Thorough knowledge of police operations and advanced statistical and mathematical concepts applicable to analytical, planning, and research work. Thorough knowledge of and ability to use computer software applicable to the duties of the position, including geographic information systems, database creation, word processing, spreadsheets, and statistical software. Working knowledge of the principles of effective analytical report writing and sources of data for crime analysis. Ability to explain the results of research effectively in oral, written, and graphic form. Ability to work effectively with sworn law enforcement personnel in order to understand crime incidents and requests for data and analysis. Ability to determine customer needs and define the scope of projects. Ability to manage and assist in the preparation of comprehensive analytical products and reports. Ability to convert data into reports, graphs, and maps. Ability to manage multiple tasks simultaneously and communicate progress or delays on projects. Ability to effectively participate in team efforts to improve/develop departmental programs and services. Ability to exercise judgment and discretion in completing assigned tasks. Ability to communicate effectively both orally and in writing; and to clearly communicate complex research methods and findings to diverse audiences.

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Special Requirements:

Must be able to obtain TIME Certification.

Physical Requirements:

Work is primarily sedentary in nature and performed in an office environment. Employees will be expected to use standard office equipment and be able to sit or stand for long periods of time.

Department/Division	Comp. Group	Range
Police Department	18	08

Approved: _____
Harper Donahue IV
Human Resources Interim Director

Date