

CRIME ANALYST

Definition:

Under general supervision utilizes analytical, statistical and research techniques to develop computerized data related to police incidents, crime patterns and the apprehension of criminals; produces a variety of comprehensive and detailed reports; updates and maintains records and files and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Operates a personal computer and uses applicable software to prepare and produce a wide variety of analytical and statistical reports, charts, maps and bulletins.

Researches, analyzes, compiles and crosschecks data from a variety of sources to identify existing or projected trends and patterns of criminal activity.

Retrieves, interprets and presents data in report format from the Computer Aided Dispatch System (CAD) and the Records Management System (RMS).

Organizes and maintains automated criminal information files.

Develops and maintains information system applications and databases relative to criminal activity and prepares activity logs by incident type or area.

Develops and maintains contact with other law enforcement agencies relative to data needs.

Provides information from the Police Department's database to businesses, government agencies and the public as appropriate.

Searches the Police Department's database proactively to assist in developing leads on active or inactive criminal cases.

Performs a wide variety of computer-related functions including creating files and report definitions, downloading programs and creating/maintaining forms.

Coordinates with the Community Development Department to update the centralized Geographic Information System (GIS) data base.

Answers telephone calls and responds to inquiries as needed.

Lifts and moves filled binders and other items weighing 15 pounds or less.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Acts as a resource for Police Department staff in the use of applicable software.

Class Characteristics:

Crime Analyst is a single incumbent, nonsworn position in the Police Department with duties related specifically to crime and incident-related data processing.

Contacts and Relationships:

The Crime Analyst establishes and maintains contact with other Police Department staff. Additional contact will occur with staff in other City departments, law enforcement representatives from other agencies, public and private agencies/organizations, businesses and the public.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

English usage, spelling and grammar.

Research methods and statistical techniques used in crime data tracking and analysis.

Basic principles and practices of law enforcement related to crime analysis.

Statistical math related to area assigned.

Computer applications related to area assigned including advanced spread sheet and graphics applications.

AND

Ability to:

Prepare reports and exhibits including statistical charts, maps and graphs.

Perform highly responsible and technical analytical work involving sensitive data.

Operate a personal computer and use applicable software.

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

Communicate effectively orally and in writing in English.

Analyze and interpret statistical data.

Understand and carry out oral and written instructions.

Use independent judgment and initiative.

Assemble data and prepare clear, concise and comprehensive written reports.

Maintain the confidentiality of sensitive information.

Make accurate mathematical calculations.

Meet the public with courtesy and tact.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Associates Degree in Administration, Business, Criminal Justice, Information Management or a related field from an accredited community college.

AND

Experience:

Two years of responsible analytical staff work including six months of experience working with criminal justice information.

Special Requirements Include:

Must be able to successfully pass a Police Department preemployment screening process.

Must be able to work a flexible schedule to accommodate City needs.

Per California Government Code §3100 – 3109 all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Non-Required Skills / Abilities / Experience/ Certifications / Education Which may be Helpful or Preferred Include:

Bachelors Degree in Public Administration, Business Administration, Criminal Justice, Information Management or a related field from an accredited college or university.

Possession of a Crime Analysis Certificate issued by an accredited college or university.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and requires sitting for prolonged periods of time. The incumbent uses a computer, keyboard and related equipment, stands, walks and lifts and moves filled binders and other items weighing 15 pounds or less. The incumbent may twist, reach, bend, crouch and kneel. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised December 2007

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