

POLICE CRIME ANALYST

Position Code: 2030

WC Code: 8810

FLSA Status: Non-Exempt

Pay Grade: 349

Location: Police

Approval Date: 2014

General Statement of Duties

An employee in this class performs analytical research and statistical analysis that results in the development, preparation and compilation of crime trends and patterns for dissemination and use to internal and external officials.

Distinguishing Features of the Class

Employees in this class provide statistical analysis, data analysis, forecasting and trending for a variety of reports and detailed intelligence reports. Using various data and statistics, prepares a variety of detailed and/or narrative reports based on factual data, analytical study, statistical forecasting and trending for use in the field of criminal intelligence, planning, and prevention. Responsibilities include analyzing, monitoring, and identifying local, state, and national intelligence information to assess developments, trends, and threat implications within identified geographical areas. Work requires using manual and automated indexes, in-house files, and resource persons, and utilizing personal initiative, logic, and creativity to develop effective, user oriented, and analytical information services and products. Work involves frequent departmental or public interaction requiring professionalism, tactfulness, and decisiveness.

Duties and Responsibilities

Collects and organizes criminal information from all available sources, including the Uniform Crime Reporting system, field interviews, intelligence information, other agencies, media, review of crime reports and supplements, informational surveys, and retrieval of crime information stored in case and assigned data files.

Maintains a pin map (or computerized equivalent) plotting Part I crimes and other offenses or incidents as may be requested by competent authority,

Provides administrative, demographic, geographic, intelligence, operational, statistical and tactical analysis of data, including criminal information, traffic accidents, and arrests.

Identifies modus operandi and assists in locating possible suspects for crimes whether or not in custody.

Monitors local, regional, and national trends; identifies significant crime patterns; makes comparisons with previous time periods, other jurisdictions, and national averages for use in developing tactics, strategies, and long-range plans; and informs chain of command of unusual crime trends.

Processes routine and special requests from departmental and Town personnel, other agencies, and citizens, providing correspondence and statistical summaries and reports relating to crime analysis.

Coordinates information processing and analytical activities with other staff members to accomplish specific work assignments, refine procedures of crime analysis, and produce useful information products.

Constructs pictorial and graphic representations of incident data; prepares and presents reports, summaries, charts, graphs, tables, and other methods of relating comparative information or supporting documentation for presentation of statistics.

Provides regular reports of operational activities for departmental use and State, Federal, and accreditation requirements.

Maintains working relationships with other law enforcement agencies to provide and obtain information; keeps abreast of current trends in the field; participates in professional crime analysis organizations and attends regional crime intelligence meetings.

Participates in special projects or programs and performs other related duties as assigned or requested.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Knowledge of the principles, practices, and procedures of law enforcement agency 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

Knowledge of Uniform Crime Reporting procedures and requirements

Knowledge of statistical analysis approaches and models

Knowledge of composition and structure of crime data

Knowledge of research and design methodologies

Ability to exercise a high degree of analytical ability, creativity, and initiative and to make recommendations based upon analysis and interpretation of research findings

Ability to research, prepare and present reports

Ability to extract data from various information sources and complete mapping of crime data

Ability to handle highly confidential and sensitive information with discretion and good judgment

Ability to organize, comprehend and coordinate complex masses of data

Ability to communicate information of a complex nature accurately, concisely, and clearly both orally and in writing

Physical Requirements

Must be able to perform the basic life operational functions of reaching, pushing, pulling, lifting, fingering, talking, hearing, and perform other repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to perform extensive reading and computer terminal work.

Minimum Education and Experience

Any combination of education and experience equivalent to graduation from a four-year college or university with a degree in criminal justice or related field with considerable experience working with crime and statistical analysis and GIS applications. Completion of crime analysis and GIS courses is preferred.