



Crime Analyst

Class Specification

Revised 9/23

Class ID: 630

Unit: MGMT

Probation: 12 Months

FLSA: Exempt

DEFINITION

Under direction, conducts research and analysis of criminal justice information/activities, including criminal patterns and trends in support of department operations; assists in the coordination, utilization, and support of law enforcement automated information systems; aid in the utilization and allocation of resources; plans and evaluates departmental programs; participates in crime research and intelligence analysis activities with other local, state, and federal agencies; prepares technical and administrative reports; makes departmental presentations; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Police Support Services Manager. Exercises no direct supervision of staff.

DISTINGUISHING CHARACTERISTICS

This is a journey level, non-sworn classification in the Police Department providing crime and criminal intelligence research and analysis. The Crime Analyst performs specific job functions related to data analysis and interpretation for public safety personnel in planning the deployment of resources for the prevention and suppression of criminal activities. The incumbent exercises a high degree of professionalism and independent judgment in the performance of these duties.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Gather, analyze, research, prepare, and access data from a variety of law enforcement and other sources; prepare complex analytical and statistical reports to assist in criminal investigations, intelligence assessments, and report and bulletin preparation; collect, prepare, analyze, and disseminate information relevant to actual and anticipated criminal activity; conduct research and analytical studies on suspects, incidents, and crime patterns.

Use a variety of general and specialized computer applications to analyze and present data; extract data and develop a variety of standards and customized reports, charts, graphs, and maps; prepare crime information in the appropriate format to individuals and groups through written reports, charts, and graphs, etc.

Enter, update, and track files in criminal intelligence database conforming to Department policy, and state and federal regulations; maintain manual and automated systems for storage and retrieval of crime information; access and obtain confidential information from relevant law enforcement systems.

Support and assist investigators directly in the compilation of analysis of confidential information involving complex criminal investigations and recommend specific investigative targets and/or strategies based on information analysis.

Respond to requests for information and analytical reports including supporting information for search warrants and court orders; provide oral briefings and court testimony and make presentations on analytical products and techniques.

Coordinate activities with city wide programs targeted to address community issues; meet with citizen groups and organizations to improve community relations and crime prevention awareness.

Prepare class and instruction materials and provide relevant training to personnel; assist in planning, preparing, and providing various informational courses to officers and other Police Department employees.

Work collaboratively with other team members and outside agency members to address crime issues; coordinate intelligence information on various organized crime groups to local, state, and federal law enforcement agencies; respond to requests for crime analysis information relating to specific investigations.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of law enforcement and the criminal justice system and organizational concepts of police departments.
- Variety of automated law enforcement systems and software used to compile and analyze data and prepare reports.
- Federal, State, and local automated information systems used in the collection, analysis, and reporting of information related to criminal activities.
- Basic administrative research, data analysis, and statistical methods, principles, and practices.
- Methods of report writing.
- Basic English grammar, spelling, vocabulary, punctuation, and sentence construction.
- Laws applicable to record keeping and dissemination of restricted information.
- Current computer systems including various programs and software applications.

Skill or Ability to:

- Learn and stay current with the necessary laws, policies, procedures, databases, and general orders associated with this position.
- Research, analyze, prepare, and present information from charts, graphs, maps, tables, etc. in an effective manner.
- Conduct research, interpret, analyze information, and draw conclusions from information.
- Recognize developing criminal activity patterns.
- Use computer systems and software applications, including creating, maintaining, and accessing database files for crime and intelligence information and analysis.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Evaluate problems and exercise sound judgment in making decisions in accordance with established regulations and procedures.
- Maintain confidentiality of data and information developed from a number of diverse sources.
- Prepare clear and concise written and oral reports.
- Establish and maintain effective working relationships with employees, city officials, contractors, and the general public; communicate effectively with individuals from diverse backgrounds.
- Prepare and analyze a variety of comprehensive reports, studies and related information for decision making purposes.
- Communicate effectively both orally and in writing in order to present written and oral reports.
- Use initiative and sound independent judgment within established guidelines.

- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Possession of a Bachelor's degree from an accredited college or university with major course work in criminal justice, criminology, social science, public administration, statistical analysis, or a related field, and two (2) years of experience involving research, analysis, and evaluation of data for the implementation of programs in criminal behavior, social science or similar fields preferably in a law enforcement environment.

License and Certificate:

- Possession of a valid driver license and a satisfactory driving record throughout employment.
- Possession of a Department of Justice Crime and Intelligence Analysis Certificate or completion of California POST-certified coursework in crime analysis is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases. Employees may be required to attend evening meetings, at various sites within and outside the City.