

CRIME/RESEARCH ANALYSTDEFINITION

Under general supervision, performs systematic and analytical processes directed at providing pertinent information relative to crime patterns and trend correlations to assist operational and administrative personnel in planning the deployment of resources for preventing and suppressing criminal activities, aiding the investigative process, increasing apprehensions, and clearing cases; analyzes information to identify similarities, patterns and trends among different offenses; assists the police department in meeting its basic objectives of crime prevention and suppression, apprehension and recovery of stolen property.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Conducts research and analysis to assist operations personnel in the identification of specific and immediate crime problems and the arrest of criminal offenders. Performs statistical analysis, and prepares crime statistical summaries and reviews problems and projections of long-term changes and trends in crime. Provides department administrators with economic, geographic or social information. Prepares feasibility studies, special research projects and city council reports. Prepares charts, graphs, maps and written reports using department data. Prepares, reviews and analyzes weekly and monthly Crime Activity Reports to assist in the identification of emerging or existing crime patterns and series, and to forecast future occurrences of crime. Conducts target profile analysis to assist in the development of tactical action plans and directed patrol plans. Provides investigative leads and assists in the case preparation, presentation and clearance processes. Supports community policing and crime prevention programs by providing support data and analytical products. Performs operational analysis to support departmental planning and budgeting activities such as establishing staffing levels, development of personnel deployment plans, and workload distribution plans. Researches and develops target-suspect profiles, suspect-crime correlations, and offender characteristics to assist in the identification of career criminals, criminal organizations and groups. Works with other Agencies, requesting and sharing information, to assist in crime prevention, suppression and apprehension. Participates in various meetings both with departmental personnel and the public and makes oral presentations. Prepares written reports and makes recommendations to departmental personnel and administrators. Performs geo-spatial analysis using computerized mapping software. Performs related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

This is the journey level class in the Crime/Research Analyst series. This class is distinguished from the entry level Crime/Research Aide by the difficulty, complexity and scope of the work performed, and by the degree of independent judgment exercised in performing job duties. This classification is distinguished from the advanced journey level class of Senior Crime/Research Analyst by being less complex and lacking supervisory responsibilities.

RECOMMENDED MINIMUM QUALIFICATIONS

Two years of analytical experience, preferably within law enforcement; and education or experience equivalent to graduation from a four-year college or university; and preferably Department of Justice Crime and Intelligence Analysis certification; or any equivalent combination of training and experience which provides the following knowledge and abilities:

Desirable knowledge, skills and abilities

Knowledge of: basic organization and functions of a municipal law enforcement agency; principles of mathematics and statistics; the principles and practices of crime analysis, research techniques, methods and procedures of data collection, research and report preparation; pertinent Federal, State and local laws, codes and regulations; current office practices and procedures; computer applications including graphics, spreadsheets, database applications, and crime analysis and computerized mapping.

Ability to: Apply the principles, practices, methods, and techniques used in crime analysis; recognize, identify and document crime series and patterns; collect, analyze, interpret and document complex statistical data; properly develop and interpret tables, charts and graphs; interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions; prepare and maintain accurate and complete records; perform accurate mathematical computations; work independently in the absence of supervision; prepare clear and concise reports; maintain confidentiality of sensitive information and data; exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs; communicate clearly and concisely, both orally and in writing; and establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Skill in: the use of advanced features of Microsoft Office applications, use of geographic information systems, and use of analytical software are highly desirable.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful Crime/Research Analyst is an analytical problem solver who enjoys seeking information and formulating sound recommendations. This well-organized, self-starter is dedicated to quality service and develops and maintains effective working relationships within the police department and with key personnel throughout the City.

Class title established per Council Resolution No. 2002-046,
effective 7-1-02

Class specification prepared and approved 9/02

Reviewed: 6/08

ADA Approved: 6/08