

Title: Crime Analyst
PG: 38
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Police

Class Code: 3037
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a professional civilian position involving the collection, management, and analysis of crime, calls for service, and other data to find crime trends, patterns, series, hot spots, and other crime problems. The analyst disseminates this information to the department through reports and assists, if necessary, in the process of developing strategies to address identified problems. Work is performed with allowance for independent initiative, judgment, and latitude for selection of methods and procedures.

ESSENTIAL FUNCTIONS:

1. Prepares and submits weekly/monthly detailed statistical reports.
2. Attends training.
3. Disseminates crime analysis/intelligence reports.
4. Compiles and maintains statistics.
5. Researches and analyzes criminal activity.
6. Responds to requests for statistical reports from citizens, businesses and other law enforcement agencies.
7. Prepares pin maps of crimes.
8. Uses Geographical Information Systems to analyze information.
9. Prepares charts, graphs, time lines, detailed analytical reports and maps to illustrate crime patterns/trends and statistical findings, using various sources and documents. Works independently with minimal supervision.
10. Identifies similarities among different juvenile related offenses, revealing commonalities, patterns and characteristics of current crime problems.
11. Analyzes the frequencies, geographic and chronological factors, victims, suspect and vehicle descriptors, methods of operation and physical evidence in determining trends and patterns of related criminal activity.
12. Evaluates and analyzes criminal intelligence information to predict the capabilities, intentions and vulnerabilities of organized groups involved in criminal activity.
13. Provides investigative analytical assistance as needed.
14. Gathers, tracks, monitors and/or contributes to data system monitoring gun violence or gun related crimes.
15. Develops methods of interpretation, selection, assembly and organization of significant data to perform analysis.
16. Completes concise reports of conclusions and recommends appropriate solutions based on analysis.
17. Disseminates information to the proper components of the department and maintains liaison with affected components for the evaluation and feedback.
18. Evaluates, prepares and/or distributes intelligence bulletins as governed by statute and department policy.

ADDITIONAL RESPONSIBILITIES:

1. Researches and studies current literature and keeps the department informed of new concepts, equipment, and programs applicable to statistical tracking in law enforcement.
2. Works with analysts from nearby jurisdictions.

KNOWLEDGE, SKILLS & ABILITIES:

1. Ability to gather Intelligence information.
2. Analytical skills.

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3. Ability to operate office equipment.
4. Ability to operate a motor vehicle.
5. Organizational skills.
6. Basic mathematical and statistical skills.
7. Interpersonal skills.
8. Keyboarding skills.
9. Telephone skills.
10. Ability to learn the Uniform Crime Reporting processes and requirements.
11. Knowledge and skill in using GIS software.
12. Problem solving skills.
13. Ability to work under pressure within time constraints.
14. Ability to operate a personal computer to produce reports and other documents.
15. Knowledge and understanding of fundamentals of criminology and law enforcement.
16. Ability to make reasonable and logical judgments.
17. Knowledge of research and intelligence analysis techniques.
18. Ability to analyze, interpret and summarize criminal intelligence data.
19. Ability to report and communicate information clearly, concisely and accurately, both verbally and in writing.

WORKING ENVIRONMENT/CONDITIONS:

While performing the duties of this job, the employee is exposed to a normal office environment. Requires sedentary work that involves walking or standing some of the time, reaching with hands and arms, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations. May be required to sit for long periods of time. Visual stamina and acuity to review alpha/numeric data and to spend extended periods looking at a computer screen. Regularly required to talk or hear. The job risks exposure to no significant environmental hazards. The job requires normal color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. An Associates Degree or equivalent of two (2) years of college course work from an accredited college or university, including basic courses in criminology, statistics, computer sciences, crime analysis, or related field
2. A minimum of one (1) year of experience in personal computer applications in general, and the Microsoft Office suite (Word, Excel and Access) including report production.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted (crime analysis training from an accredited organization such as the International Association of Law Enforcement Intelligence Analysts (IALEIA) or the Alpha Group may substitute for up to one (1) year of experience or education).

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Must pass a background screening and investigation.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.