



JOB DESCRIPTION

Title: **CRIME ANALYST**
Department: Police
Class Code: 6030
FLSA Status: Non-Exempt
Effective Date: September 1, 2020

GENERAL PURPOSE

Under the direction of the Record's Supervisor, accesses police records and police database systems to collect, analyze, and disseminate statistical data related to the Police Department's activity and provides crime data to assist with the planning and development of department resources for the prevention and suppression of criminal activity.

ESSENTIAL DUTIES

- Consults with police administrators, supervisors, managers and other city employees in the collection and compilation of statistical information regarding the operational effectiveness of the Police Department.
- Evaluates statistical data and presents information to members of the department for action.
- Gathers and analyzes crime data for crime pattern detection, suspect-crime correlations, target-suspect profiles, and crime forecasting.
- Creates and prepares reports, charts, graphs, maps or other visual statistical representations of criminal activity or trends.
- Monitors crime behavior over time and statistically identifies areas of high crime activity.
- Prepares weekly, monthly, yearly or specialized statistical and/or geographical reports; responds to specific internal/external requests for information.
- Presents findings to police personnel, members of the community, the media and other outside agencies.
- Coordinates with outside law enforcement agencies to facilitate the exchange of crime trend information and to identify and help solve cross-jurisdictional crimes.
- May act as the Terminal Agency Coordinator or alternate Terminal Agency Coordinator with BCI.
- Performs police record duties as needed, on a fill-in basis, to include but not limited to GRAMA request fulfillment, police report reviews and validation, data entry and answering phones.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- High school graduation and three (3) years of police support staff experience; including police report system management; or any equivalent combination of education and experience.

Supervisory Requirement

- None

Necessary Knowledge, Skills and Abilities

- Working knowledge of general office practices and procedures; working knowledge of the proper use of grammar, punctuation and spelling; working knowledge of the department and the functions it performs.
- Knowledge of statistical and research processes and procedures; knowledge and understanding of fundamentals of criminology; knowledge of records management systems.
- Skill in using telephone, computer, fax machine, copier and other general office equipment.
- Ability to use Word, Word Perfect, PowerPoint, Excel or any other software applicable to the organization.
- Ability to prioritize and plan work daily.
- Ability to type data entry quickly and accurately.
- Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public and to maintain confidentiality.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, spreadsheet and database software; phone; copy and fax machine, and other equipment pertaining to this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____