

## CRIME ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### DEFINITION

Under general supervision, converts raw data into valid criminal intelligence information; analyzes data and determines trends in criminal activity; develops crime/suspect and suspect crime correlations, target profile analyses, individual computer files, and report tables. Solves case problems related to various criminal events; responds to requests for crime analysis information relating to specific investigations. Performs a wide variety of duties that support the assigned unit; and performs other related duties as assigned.

### CLASS CHARACTERISTICS

This is the paraprofessional level class in the Crime Analyst series. The fundamental reason for this classification is to perform independent and directed research duties specific to the needs of the Police Department. Assignments can be broad in scope in the form of problems to be solved or questions answered, or can be in a specialized area, such as grant writing, research, and coordination. Work requirements normally have department-wide impact, and at times involve other city departments, external law enforcement agencies, and other private and public organizations. Work requires the use of initiative and judgment, and is reviewed by a Senior Crime Analyst or Police Sergeant.

**EXAMPLES OF DUTIES** - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

- Converts raw data into valid criminal intelligence information.
- Reviews and analyzes crime reports, field interview cards, and related criminal data and information daily, to identify and evaluate crime series, trends, and patterns.
- Performs probability studies and statistical analysis such as random sampling and correlation and regression analysis, to correlate and analyze crime information.
- Analyzes and develops processes, procedures, work simplification, and methods of achieving intended outcomes; participates in developing applications of the computer systems to crime information, including the design of statistical and graphic programs.
- Responds to requests for crime and intelligence analysis and information; searches files for comparisons with those of known suspects.
- Assists operations and management personnel in planning the deployment of resources for the prevention and suppression of criminal activity.
- Maintains a consistent and current understanding of laws and technology in the assigned area of responsibility.

- Maintains manual and automated systems for storage and retrieval of crime information, including logging crime reports, determining what information to store, and making data entries.
- Prepares crime data reports and studies, including known offender bulletins, crime series bulletins, and crime pattern bulletins.
- Develops and maintains effective liaison with local, state and federal law enforcement agencies to exchange crime information.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- The distinction between crime patterns, series, and trends.
- Familiarity with motives of crime and types of criminals.
- Business English and statistical mathematics.
- Organizing, maintaining and retrieving data from electronic files.
- Research methods as they apply to crime and intelligence analysis.
- Statistical analysis methods and techniques as they apply to crime and intelligence analysis.
- Probability theory.
- Federal, state and local laws as they relate to the essential functions of this position.

### **Ability to:**

- Work with personal computers and perform data entry and basic programming.
- Communicate effectively, both orally and in writing.
- Understand and carry out written and oral instructions.
- Write crime trend reports
- Formulate conclusions based on analysis of intelligence data.
- Read and interpret maps and geological information.
- Take the initiative and be creative in order to accomplish objectives.
- Function effectively with minimal supervision.
- Work irregular hours as necessary to meet deadlines and achieve objectives.
- Work in a multiple task environment and coordinate several assignments simultaneously.

## **Education, Experience, Certification/License Guidelines**

**Education:** A Bachelor's degree from an accredited college or university in Criminal Justice, Public Administration, Business Administration, or a related field.

**Experience:** One year experience in crime analysis, data analysis, research methods, statistical analysis or a related field.

OR

**Education:** A Bachelor's degree from an accredited college or university in Criminal Justice, public Administration, Business Administration, or a related field.

**Certification:** Completion of a Certificate program in Crime and Intelligence analysis from an accredited college or university.

OR

**Education:** Sixty (60) semester units from an accredited college or university.

**Experience:** Three years experience as a Crime Analyst.

**License or Certificate:** Possession of or ability to obtain a valid California Class C Driver's License is required.

**Note:** Proficiency in GIS mapping, word processing, spreadsheet, and database application is desirable.

### **WORKING CONDITIONS**

**Environmental Conditions:** Primarily office environment and computer equipment.

**Physical Conditions:** Essential and marginal functions may require maintaining physical condition for sitting, walking or standing for prolonged periods of time.

### **SPECIAL REQUIREMENTS**

May be required to work holidays, nights, weekends, a thorough background investigation which may include a psychological and polygraph exam, medical examination which may include drug screening.

**Probationary Period:** Six (6) months.