



CITY OF CITRUS HEIGHTS

POLICE CRIME ANALYST

DEFINITION

To research, collect, collate, analyze, prepare, disseminate and evaluate information and intelligence related to actual and anticipated criminal activity used to increase the effectiveness of patrol and investigative deployment, crime prevention and the apprehension of suspects; and to perform other administrative duties in support of the Police Department as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor.

May exercise technical and/or functional supervision over office support personnel, interns or volunteers as appropriate.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Research and review, extract, and analyze various crime and intelligence data and compile into a logical and comprehensive format.

Perform tactical analysis related to the recognition and identification of crime series, trends and patterns; perform mathematical calculation of probability and recognize patterns on cluster of activity; make recommendations for directed patrol efforts on problem solving measures to prevent crimes or aid in the apprehension of suspects.

Make recommendations related to patrol deployment, workload, and staffing based on research and analysis of criminal information and activity.

Use manual and computerized systems and modern research methods, including research design, statistical analysis, victim and suspect profiling, and other quantitative research techniques.

Develop comprehensive reports, including findings and recommendations.

Prepare various graphic presentations and technical publications which may include maps, charts, graphs, and diagrams; prepare integrated sound, text, and graphics presentations, using a variety of GIS programs.

Use a variety of computerized database systems to maintain and obtain accurate criminal activity information and records; review data from a variety of reports, media articles, law enforcement bulletins, and criminal intelligence to maintain current knowledge of criminal activity and law enforcement issues.

Organize and maintain manual and computerized files of criminal intelligence, crime and suspect information; compile and update criminal intelligence information and classify information regarding criminal intelligence and criminal activity according to its reliability and sensitivity.

Determine what information to store or purge according to the Attorney General's guidelines for maintaining criminal intelligence files and making data entries.

Assist in the preparation of quarterly and annual reports and other reports that may apply.

Assist Command Staff with oral reports at patrol and investigation briefings, departmental meetings and public meetings as required.

Apply knowledge of criminal justice system and standard police procedures to determine methodology of collecting and collating data from a variety of sources for analytical use; assist with developing tactical action plans to effectively deploy personnel by using police data; conduct special research and analytical studies of suspects, incidents and crime patterns; prepare and produce crime intelligence reports and studies.

Prepare and distribute crime information bulletins, weekly and monthly information reports, trend analysis reports, serious habitual offender information, and related reports to the Police Department and other law enforcement jurisdictions.

Prepare oral and written reports on crime analysis findings and criminal intelligence and disseminate to law enforcement personnel, City staff, and community groups as appropriate.

Assist in the development, implementation and evaluation of procedures, policies and objectives of the crime analysis unit.

Assist law enforcement staff working at crime scenes.

Testify in court as required.

Conduct training in the use of crime analysis as required.

Respond to requests for crime and offender information from law enforcement personnel, and City staff; review, evaluate, and develop systems, forms, and procedures related to gathering and reporting a variety of requested information. Plan, recommend, and evaluate reporting forms.

Develop and maintain effective liaison with local, state and federal law enforcement agencies; exchange criminal intelligence and crime information; respond to inquiries regarding local intelligence and crime problems. Work with federal organized crime task forces on long-term investigations and major crime trafficking organizations.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of crime analysis and criminal intelligence.

Law enforcement and criminal justice systems.

Advanced statistics and data analysis.

Various computer software and systems, including query computer language, spreadsheet, database, word processing, reporting, link analysis and graphics programs.

Computerized GIS mapping systems, computer aided dispatch and records management systems.

Basic organization and functions of a municipal law enforcement agency.

Pertinent local, State and Federal laws, codes, ordinances, City functions, policies, rules and regulations.

Laws applicable to record-keeping and dissemination of restricted information.

Methods and techniques of basic research, organizational planning, statistical analysis and graphic presentations.

English usage, spelling, punctuation, and grammar.

Principles and practices of good customer service.

Principles and practices of good team building and team leadership.

Techniques and principles of effective interpersonal communication.

Principles and practices of safety management.

Ability to:

Research, collect, collate, analyze, prepare and disseminate and evaluate information and intelligence related to actual and anticipated criminal activity and/or suspects.

Maintain and access various manual and computerized crime analysis system.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; research, identify, remember and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Gather, assemble, analyze and evaluate facts and evidence; separate facts and assumptions; draw logical conclusions and make proper recommendation; apply quantitative research methods to evaluate programs; recognize, identify and document crime series, trends and patterns.

Conduct training in the use of crime and intelligence analysis, as required.

Prepare and present oral reports to City Council and various focus groups; represent the City in the community at various crime-related community forums.

Prepare, interpret, explain, and present sophisticated tables, charts, graphs, maps and diagrams.

Use a personal computer with proficiency in Microsoft Windows programs (word processing, spreadsheet, and data base applications); computer aided dispatch (CAD), records management systems (RMS) as related to police records, geographic information and mapping systems (GIS), desktop publishing, reporting and link analysis software.

Exercise sound and independent judgment within established guidelines.

Prioritize tasks, work independently.

Perform technical report writing with a high degree of skill and clarity.

Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.

Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.

Preserve confidentiality of sensitive material routinely encountered as part of work assignments.

Perform related duties as assigned.

Experience and Training

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

Experience:

Two years of experience in statistical data collection and analysis, using computerized databases; experience in a law enforcement environment is highly desirable.

Training:

Equivalent to the completion of a Bachelor's degree with major course work in computer science, research methods, statistics, public or business administration, criminal justice, or a related field.

License or Certificate:

A current Crime & Intelligence Analysis Certificate, issued by a recognized educational, professional, or governmental entity, is required.

May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

PHYSICAL/SENSORY REQUIREMENTS

On a continuous basis, sit at desk for long periods of time; intermittently bend and twist to reach office equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; lift or carry weight of 10 pounds or less.

WORKING CONDITIONS

Work holidays and/or weekends as required.

Equal Opportunity Employer

It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.

File:	Police Crime Analyst
FLSA:	Non-Exempt
Created:	01/10/06
Revised:	06/29/10 – Clarification of some duties and KSA's, changed certificate to required from highly desirable and updated EEO language 10/15/10 – Corrected EEO Language