

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.

SUMMARY DESCRIPTION

Under general supervision, performs a variety of administrative functions, studies and research projects related to criminal activity; assists in collecting, compiling, and analyzing data from a variety of sources to identify and evaluate crime series, trends and patterns; develops reports on crime series, trends and patterns; assists in preparing crime summaries, statistical reports, spreadsheets, charts, maps, diagrams and graphs; and performs a variety of specialized studies as assigned.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Assists in researching, analyzing, and collecting data from a variety of sources to identify and evaluate crime series, patterns and trends; reviews police officers' crime and arrest reports, field interviews, and pawn slips for content; provides statistical information to supervisory and management staff as necessary.

Performs tactical analysis involved in the recognition and identification of series related crimes including burglaries, motor vehicle thefts, and robberies.

Conducts and evaluates searches of databases and other information systems to assist in locating suspects and victims and to identify stolen property.

Provides timely and valuable investigative assistance to sworn law enforcement personnel for the purpose of identifying victims and offenders.

Assists sworn law enforcement personnel in developing target profiles; uses profiles to track criminals.

Utilizes a variety of data bases and computer programs to generate maps, hotspots, reports, and statistical and tactical information.

Assists in reviewing and responding to requests for information related to the Crime Analysis Unit from other divisions, departments, outside agencies and the public.

Attends patrol briefings to discuss crime patterns and review current events.

Reviews crime data to ensure proper reporting to state, regional, and federal agencies.

Communicates with other jurisdictions regarding mutual crime problems; notifies detectives of possible multi-jurisdictional links between crimes and criminals.

Assists in preparing and developing crime summaries, statistical reports, spreadsheets, charts, maps, diagrams, graphs and related materials in order to track and present findings related to criminal activity, patterns, and trends; prepares predictions based upon previous reported activity and an analysis of typical behavior patterns.

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Maintains records and develops reports concerning crime analysis; maintains records for in-house statistics; maintains and files crime analysis and management reports; prepares statistical reports as required.

Provides staff assistance to the Senior Crime Analyst; performs a variety of specialized studies as assigned.

Attends meetings to maintain awareness of new development in the field of crime analysis and to share information with others.

Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic operations, services and activities of a crime analysis program.

Basic principles, practices, methodologies and techniques of crime analysis, crime prevention, law enforcement and police records processing.

Basic methods and techniques of statistical research and analysis.

Basic principles of data collection, collation, analysis, and dissemination.

Uniform Crime Reporting (UCR).

Basic police records practices and retention laws.

Office procedures, methods, and equipment including specialized public safety computer systems and applications including the Automated Regional Justice Information System (ARJIS) and the Crime Analysis Statistical System (CASS).

Basic principles and procedures of record keeping.

Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Perform statistical research and analysis.

Compile and interpret statistics.

Collect, compile, interpret, and analyze raw data and make recommendations.

Track and present findings related to criminal activity, patterns and trends.

Prepare predictions of criminal activity based upon previously reported activity and an analysis of typical behavior patterns.

Generate reports, maps, charts, graphs and other visual aids.

Respond to requests and inquiries from the general public.

Interpret a variety of laws and codes.

Operate office equipment including computers and supporting crime analysis programs and databases.

Prepare clear and concise reports.

Organize and maintain historical records for future retrieval.

Work cooperatively with other departments, City officials, and outside agencies.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.

Demonstrate an awareness and appreciation of the cultural diversity of the community.

Communicate clearly and concisely, both orally and in writing.

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

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Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in police science, criminal justice, public administration, mathematics/statistics or a related field.

Experience:

Two years of increasingly responsible crime analysis and research experience

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Standard office setting. CONTINUOUS working indoors, dust from paperwork. Work schedule is 9/80 with alternating Fridays off in a biweekly period. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Work is performed indoors in office and in meeting rooms.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.