## CRIME ANALYST
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### DEFINITION

Under general supervision, performs a wide variety of technical research and analysis of crime patterns and trends in support of the Police Department. Conducts strategic, tactical, operational and administrative studies, staffing and resource utilization and allocation studies, special projects, program evaluation, and training for police personnel on crime analysis. Performs other duties as required.

### DISTINGUISHING FEATURES

This is a non-sworn class within the Police Department specializing in the analysis of criminal justice information and activities that inform Police Department criminal intelligence. The Crime Analyst may also provide other analytical and technical support to the department. This classification is distinguished from other Analyst classifications in the City by its specialized focus on crime patterns and trends.

### EXAMPLES OF DUTIES

1. Provides accurate, timely, and relevant reports and research findings that includes information and independent analysis related to criminal activity
2. Develops and updates various computer databases; performs direct input or downloads information from multiple data files.
3. Performs statistical and tactical analysis related to the recognition and identification of serious crimes; performs mathematical calculations of probability and recognizes patterns on clusters of activity for use by detectives and patrol.
4. Use a variety of computerized database systems to maintain and obtain accurate criminal activity information and records; analyze and evaluate data fields and test technology applications to identify discrepancies and enforcement issues.
5. Prepare technical reports of quantitative and qualitative data and make related visual presentations that include maps, charts, graphs, bulletins, and diagrams; prepare integrated sound, text, and graphic presentations, using a variety of geographic information systems (GIS) programs to show criminal activity
6. Recommends appropriate resource allocation based on research findings that help target high crime areas
7. Supports patrol and investigative units in the identification of specific and immediate crime problems and the arrest of criminal suspects by preparing valid criminal intelligence
8. Writes grants, prepares feasibility studies, participates in special research projects, and drafts city council reports
9. Establishes and maintains contacts with Federal, State and surrounding agencies in order to share information, trends and forecasting in support of community policing and crime prevention programs
10. Maintains internet and intranet data resources for the community
11. Collects Uniform Crime Reports (UCR) data and prepares the department's monthly, quarterly, and annual reports.
12. Assists in the case clearance process
13. Provides information, operational data, and analysis of departmental budget
14. Confers with other departments, public officials, consultants and citizens; may make presentations on assigned projects and programs
15. Provides staff support to committees or commissions or individuals as assigned
16. May administer various staff functions of the department
17. May supervise, train and evaluate assigned staff
18. Performs related duties as assigned

### EMPLOYMENT STANDARDS

Any combination equivalent to education and experience likely to provide the required knowledge and abilities.  A typical way to obtain the knowledge and abilities would be:

Education/Experience

Education: Graduation from an accredited four-year college or university with a major in criminal justice, criminology, public administration, or a related field.

Experience: Two (2) years of experience in a related field providing data analysis or program evaluation.

Possession of a professional certificate in the field of crime analysis is highly desirable.

Knowledge
Knowledge of informational needs and objectives of police officers and other users of statistical crime data; organizational concepts of police departments, law enforcement, and the criminal justice system; principles of public and business administration including organization, personnel and fiscal management; statistical concepts and methods and general analytical procedures.

Ability
Ability to learn the necessary laws, policies, procedures, and databases associated with this position; collect, compile and analyze varied crime and related information and data, evaluate alternatives and reach sound conclusions; prepare clear and concise statistical and narrative reports, computer documentation and other written materials; effectively administer assigned programs; perform both complex and routine administrative work with speed and accuracy; interpret and apply established City policies, procedures and codes; establish and maintain accurate records; plan, administer and evaluate work programs; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; prepare studies and reports concerning complex matters; write grant proposals; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public and supervise; train and evaluate assigned staff.

Other Requirements
Must successfully complete a Police Department background investigation and evaluation, including a criminal history investigation.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.