

March 2014

City of Rocklin

**CRIME ANALYST
(Police Salary Schedule)**

DEFINITION

Conducts administrative, strategic and tactical analyses, studies, and research, and provides statistical reports to identify patterns of actual and anticipated criminal activity and make recommendations related to resolving or preventing such activity; provides professional and technical support to all divisions and assigned areas of responsibility, including assisting with budget preparation and monitoring, identifying necessary financial and personnel resources, overseeing volunteers, and providing grant support; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Crime Analyst is a non-sworn position involved in the analysis of criminal activities and crime series trends and patterns in order to increase the effectiveness and efficiency in the deployment of resources and apprehension of suspects. This position is responsible for developing research protocols, analyzing, reporting, and coordinating the dissemination of the information gathered.

SUPERVISION RECEIVED AND EXERCISED

The incumbent will report to the Police Chief or his/her designee and may directly supervise or provide lead direction to support personnel as appropriate.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Oversees the development, implementation, and evaluation of policies, procedures, and objectives of the Crime Analysis Unit.
- Recommends and justifies program goals, financial, and staff resources.
- Plans, organizes, supervises and participates in the work of the Crime Analysis Unit; accounts for the effective use of allocated resources.
- Collects, compiles, computes, analyzes, and summarizes criminal offender demographics and related data from a wide variety of sources to identify and evaluate crime series trends and patterns.
- Prepares, analyzes, and disseminates relevant to actual and anticipated criminal activity utilizing modern research methods, including research design, statistical analysis, trends and patterns, victim and suspect profiling, and other quantitative research.
- Applies 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; assists with developing tactical action plans to effectively deploy personnel for problem oriented policing using calls for service and levels of service provided; conducts special research and analytical studies

of suspects, incidents, and crime patterns; prepares and produces crime data reports and studies.

- Prepares technical and analytical reports; coordinates unit/program activities with city-wide programs targeted to address neighborhood and community issues.
- Participates in and represents the city on a variety of interagency task-forces and programs.
- Monitors and reviews operations, employee performance, staff development, and program implementation for assigned staff; ensures that assigned staff is provided with resources and technology necessary to respond to customer service delivery needs.
- Works effectively to promote the exchange of information internally within the department and other city departments; acts as primary liaison with state and local law enforcement agencies to exchange intelligence information.
- Acts as primary Crime Analysis Unit representative in regard to presenting oral reports at patrol and investigation briefings, command staff meetings, and public meetings as required.
- Operates various computer systems and related peripherals, utilizes appropriate software for maximum efficiency for analytical use and desktop publishing.
- Supervises assigned staff and volunteers; evaluates staff performance; provides employee counseling, and recommends employee discipline.
- Establishes operational processes and procedures.
- Manages Post-Release Community Supervision (PRCS) deployment (AB109 population).
- Assists in the preparation of grants, quarterly, and annual reports.
- Prepares and presents oral reports to the City Council and various focus groups; represents the city in the community at various crime-related community forums.
- Coordinates and conducts special assignments or projects.
- Assists management in preparing, implementing, and monitoring the budget.
- Assists with the management of law enforcement accreditation efforts, maintaining organizational standards, proofs, and policy and procedure guidelines.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of crime analysis and criminal intelligence
- Operating policies and procedures of the department and law enforcement agencies
- Principles and practices of research and analysis
- Technical report writing; statistical analysis as applied to crime patterns; probability assessments and trend analysis

- Terminology used in the description of criminal activity; practices and techniques used in criminal investigations
- Local, state, and federal resources available for use in criminal investigations
- Federal, state, and local automated information systems used in the collection, analysis, and reporting of information related to criminal activities, such as CLETS, and NCIC; information software packages used to perform statistical tracking and analysis
- Project coordination and management
- Principles and practices of intelligence-led and community policing
- Principles and practices of supervision and teamwork
- Techniques used in making oral presentations
- Budgeting in the public sector
- Law enforcement and criminal justice systems
- Federal, state and local laws, codes and regulations
- Methods and techniques of research, organizational planning, advanced statistical and data analysis and graphic presentations
- Laws applicable to record-keeping and dissemination of restricted information
- Modern office practices, procedures, equipment, and clerical techniques; application of personal computers and software programs
- English grammar and sentence structure

Ability to:

- On a continuous basis, know and understand all aspects of the job, program goals, objectives, and department operations
- Gather, assemble, analyze, and evaluate facts and evidence; separate facts and assumptions; draw logical conclusions and make proper recommendations; apply quantitative research methods to evaluate the effectiveness of the crime suppression/prevention program; recognize, identify, and document crime series and patterns
- Plan, organize, and participate in the work of the Crime Analysis Unit and crime prevention program
- Communicate statistical information concerning crime activities with citizens and local, state, and federal law enforcement staff
- Develop and implement new/revised programs, procedures, and technological resources
- Research, review, and analyze primary data on criminal activity; develop conclusions, project trends, and make recommendations
- Give public presentations
- Prepare written and oral reports; perform technical report and grant writing with a high degree of skill and clarity
- Use computer software to create, maintain, and access database files; develop needed data collection systems and recording systems; prepare statistical charts, graphs, and exhibits

- Prioritize tasks, work independently
- Gather, analyze, and prepare sound policy and procedure recommendations
- Communicate clearly and concisely, both orally and in writing; communicate effectively with individuals from diverse backgrounds
- Prepare and administer a budget
- Remain current in information technology trends and services
- Supervise, train and evaluate assigned personnel
- Interpret and apply federal, state, and local policies, procedures, laws and regulations
- Use English to effectively communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, the general public, and media representatives
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications:

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

Three years of responsible journey-level experience performing crime analysis or professional analytical staff work with a government agency

AND

A bachelor's degree from an accredited college or university with major course work in public administration, business administration, computer science, criminal justice, statistics, or a closely related field.

GENERAL QUALIFICATIONS

License Requirements:

- A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Certificates:

- A certificate in Crime and Intelligence Analysis Program is desirable.
- Possession of POST Certificates in: Introduction to Crime Analysis, Advanced Concepts in Crime Analysis, and/or Criminal Intelligence are highly desirable.

Physical Requirements:

The incumbent appointed to this position must be physically able to perform the duties of this position, including the mobility to work in a standard office environment, use standard office equipment; use a vehicle to attend off-site meetings and travel to crime scenes; sit at a desk for long periods of time; walk, stand, bend, squat, twist and reach while performing office duties or field work; lift or carry weight up to 30 pounds; manual dexterity to use standard office equipment and supplies and operate a keyboard; manipulate single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone or radio.

Working Conditions:

May be exposed to dust, noise, moving objects, and other vehicles in the field; may work unusual and prolonged work schedules including evenings, weekends, and holidays as necessary.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.