



Crime Analyst

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| Department/Division: | Police |
| Reports To: | Chief of Police or designee |
| Provides Direction To: | Not Applicable |
| Bargaining Unit: | Mid-Management Employees Association (MBMEA) |
| Exemption Status: | Exempt |
| Employment Status | At-Will |
| Date Prepared: | March 18, 2019 |
| Date Revised: | N/A |

GENERAL PURPOSE

Under general supervision, collects, researches, and analyzes complex crime data for crime pattern detection, suspect-crime correlations, and target-suspect profiles; prepares reports on crime data and trends to help increasing the effectiveness of personnel deployment, crime prevention, and apprehension of suspects; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Researches, retrieves, analyzes and evaluates crime statistics and data from a variety of sources, including crime reports, calls for service, demographic reports, and other law activity.
2. Conducts manual and automated searches to retrieve crime information for the community and/or departmental personnel; verifies and validates departmental databases related to criminal analysis.
3. Enters data in the Police Department's Records Management System and other databases to ensure comprehensive and accurate data is available for analysis.
4. Analyzes complex crime data, descriptors and variables; correlates this information with evolving or existing crime series, patterns, and trends to assist patrol, investigative and administrative staff in planning the deployment of resources for the prevention, intervention and suppression of criminal activity.

ESSENTIAL FUNCTIONS (cont'd)

5. Conducts training and assists Police Department personnel and/or volunteers utilizing specialized automated systems and software applications.
6. Gathers and updates information of criminal suspect activity and other periodic crime data for dissemination to the department and the community.
7. Meets with Command Staff, supervisors and other personnel to discuss crime activity for the purpose of deployment, tactical action, strategic planning, and resource allocation to respond to community needs.
8. Develops and maintains crime analysis web content for the departmental internet and intranet sites.
9. Initiates and disseminates specialized crime analysis reports, including crime bulletins, crime maps, timelines, flow charts and link analysis related to criminal activity.
10. Develops various reports and charts using Crystal Reports, link charts, or similar industry standard reporting tools.
11. Studies current literature on research methodology and law enforcement issues, and make appropriate recommendations for improvements in crime analysis practices.
12. Maintains the confidentiality of sensitive information; uses discretion when distributing and/or disclosing such information, keeps appropriate documentation.
13. Represents the department at meetings of professional organizations, other agencies, citizen groups and/or private individuals.
14. Receives and responds to requests for information or complaints from the public or City staff.
15. Makes presentations on crime related data to the public and community groups.
16. Attends and participates in professional group meetings; maintains awareness of new technology, trends and developments in the field of crime and intelligence analysis.
17. Plans, coordinates and performs administrative assignments and special projects in relation to the position; works as a team member in a dynamic environment.
18. Performs other related duties, as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

City, county, state, and Federal statutes, rules, ordinances, codes and regulations related to crime data and statistics; principles, practices, and techniques of criminal intelligence analysis; types of crimes and modus operandi used; sources of intelligence information; techniques of evaluating information obtained from a variety of sources; methods of collecting statistical data; effective business communications, statistical data presentation and proper English usage, including spelling, grammar and punctuation; report presentation techniques.

Ability to:

Conduct research and analyze laws, regulations, contracts, policies, and standards related to intelligence information; recognize patterns or trends of criminal activity; interpret the significance of various types of criminal analysis; draft and present study findings, conclusions and reports using a variety of tools including but not limited to Crystal Reports, CrimeView, Palantir and ArcGIS; maintain confidentiality and accurate records; use independent judgement and make sound decisions consistent with policies and procedures; establish and maintain effective working relationships with staff, management, consultants, the general public, and others encountered in the course of the work; organize and prioritize tasks to meet deadlines; operate modern office equipment and computer hardware and use word processing, spreadsheet, graphics and other applications software.

Skill in:

Database design; word processing; spreadsheets; desktop publishing; and applicable software applications.

Education/Training/Experience:

Bachelor's degree from an accredited four-year college or university with a major in Criminal Justice, Public Administration, Social/Behavioral Science, or a related field is required. Two (2) years of responsible analytical and professional experience involving analysis, report preparation, and administrative studies is required. Experience in compiling and analyzing crime data and information in law enforcement is highly desirable.

Licenses, Certificates, and Special Requirements:

Possession of a California Department of Justice Crime & Intelligence Analysis certificate is desirable.

Ability to attain a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is constantly required to sit, and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to see, talk, and hear.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with management, staff, vendors, consultants, brokers, the public, and others encountered in the course of work.

WORK ENVIRONMENT

The employee frequently works in office conditions with controlled temperature settings.