



POLICE CRIME AND INTELLIGENCE ANALYST

DEFINITION

To prepare, analyze and disseminate information relevant to actual and anticipated criminal activity; to increase the effectiveness of patrol deployment, crime prevention and the apprehension of suspects; and to perform special assignments as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from division commander.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class; not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Prepares, analyzes and disseminates information 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 techniques.

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; produce tactical action plans to effectively deploy personnel for problem oriented policing using calls for service and levels of service provided; conduct special research and analytical studies of suspects, incidents and crime patterns; prepare and produce crime data reports and studies.

Assists in the development, implementation and evaluation of procedures, policies and objectives of the Crime Analysis Unit.

Maintains manual and automated systems for storage and retrieval of crime information and intelligence, including logging crime reports, determining what information to store according to the Attorney General's guidelines for maintaining criminal intelligence files, and making data entries.

Work cooperatively with others.

Identifies, tracks and assists in the prosecution of career criminal.

Work effectively to promote the exchange of information internally within the department; develops and maintains effective liaison with state and local law enforcement agencies to exchange intelligence information.

Operates PC based computer systems and related peripherals including disk drives, modems(s), scanners, plotters, and various printers; utilize appropriate software for maximum efficiency for analytical use and desktop publishing.

Provide administrative crime analysis by generating special reports to City and police department administrators.

May supervise, train and evaluate assigned personnel; conducts and assists in department training programs.

As needed, make oral presentations to City Council and various focus groups; represent the City in the community at various crime-related community forums.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of management.

Principles and practices of Crime Analysis and Criminal Intelligence.

Federal, state and local laws, codes and regulations sufficient to satisfactorily perform the job assignment.

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

Modern office practices, procedures, equipment and clerical techniques; application of personal computers and software programs; familiarity with minicomputer systems.

Law enforcement and criminal justice systems.

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

Ability to:

Communicate clearly and concisely, both orally and in writing.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time and operating assigned office equipment.

Establish and maintain cooperative working relationships with other employees, the public and other government officials.

Skills to:

Gather, assemble, analyze and evaluate facts and evidence; draw logical conclusions and make proper recommendations; perform technical report writing with a high degree of skill and clarity.

Use a personal computer to create, maintain and access database files; develop needed data collection systems and recording systems; prepare statistical charts, graphs, and exhibits.

Work independently in the absence of specific instructions.

Demonstrate continuing effectiveness in maintaining the knowledge and skills requirement of this position.

Gather, analyze and prepare sound policy and procedural recommendations.

Education and Experience

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

Education:

Bachelor's degree from an accredited college or equivalent with major course work in public administration, business administration, computer science, criminal justice, statistics, or a closely related field. Certificate in Crime and Intelligence Analysis Program desirable.

Experience:

Two years of increasingly responsible analytical staff work, including prior or current experience in a criminal justice agency working with criminal information.

License and Certificate

Possession of a valid Class C California driver's license.

Council Action Taken:

Human Resources