

Police Crime Analysis Specialist

General Statement of Duties

This position is responsible for collecting, processing, analyzing and distributing various data, statistics and information related to crime; crashes and other statistical gathering as required. Must evaluate data and produce reports for submittal to command, supervisory and others as required. Must perform administrative support of the department's criminal investigations and narcotics function including transcription; provide complex analytical support of the Police Department.

Distinguishing Features of the Class

Employees in this class analyze incident reports and arrest reports to identify crime patterns or suspects; initiates and disseminates crime analyst reports and data related to crime series, trends, patterns, and suspects; Researches the characteristics of known or unknown offenders; Generates Crime Analysis Plus reports for the Police Department and may respond to requests from the public as well as internal staff; Generates and presents mapping reports; forecasts future occurrences in crime series; Analyzes traffic crash data and other non-criminal quality of life issues.

Prepares monthly, quarterly, and annual reports; provides database querying and statistics on demand; prepares charts, graphs and maps.

Works with other law enforcement agencies as necessary.

Attends department meetings, seminars, and training sessions.

Performs other related duties as assigned.

Essential Duties and Illustrative Examples of Work

Reviews patterns of criminal activity from police reports and other data.

Utilizing modern research and statistical methods, highlights crime series, trends and patterns, victim and suspect profiling and frequency to aid in the intervention and solution of criminal activity.

Organizes and maintains manual and automated systems for storage and retrieval of data.

Produces computer generated graphics, bulletins, charts and maps showing criminal activity by type, time of day and other meaningful statistical variables.

Produces an annual report of Police Department activities including crime statistics.

Performs transcription as required and maintains transcription repository utilizing in house transcription software programs.

Serve as administrative support for Criminal Investigations and Narcotics Divisions.

Review Daily Case Files regarding necessary follow-up as well and reviewing criminal activity.

Perform other work as required or delegated.

Knowledge, Skills, and Abilities

Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.

Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with having had a similar position for one to two years.

Technical job knowledge of research methods and statistical analysis; ability to gather information and make educated decisions regarding crime, arrests data, traffic and the ability to put this information together is a logical sequence. Extensive knowledge of Crystal Reporting; Excel, RMS, CA Plus, and RMS.

Knowledge of law enforcement administration, practices, and criminal justice system processes.

Knowledge of the standards of descriptive, inferential, and multivariate statistical analyses.

Knowledge of department and town policies and procedures and federal, state, and local laws and regulations.

Skill in operating computers.

Skill in the use of the Crime Analysis Software, Police Records Geographic Information System, Crystal Reporting System, and other computer programs.

Skill in planning, organization, and decision making.

Ability to establish and maintain effective working relationships with the internal and external customers.

Physical Requirements

Must be able to physical perform the basic life operational support functions of sitting, standing, walking, fingering, talking, hearing and repetitive motion.

Must possess the visual acuity to compile and compute data and statistics; operate a computer, proof read materials and do extensive reading.

Work is typically performed while sitting at a desk or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.

Desirable Education and Experience

Graduation from an accredited four-year college or university with a degree in criminal justice, public or business administration or a closely related field which

includes coursework in statistical and research methods and behavioral science, computer science or related field.

Experience: At least two (2) years of recent full-time increasingly responsible analytical experience preferably with a criminal justice agency dealing with criminal information.

Fair Labor Standards (FLSA) Status

Non-Exempt

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