

# City of Watsonville

## Job Description



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<b>JOB TITLE:</b>	Crime Analyst	<b>DATE APPROVED:</b> January 2001
<b>DEPARTMENT:</b>	Police Department	<b>DATE MODIFIED:</b> August 2014
<b>REPORTS TO:</b>	Support Services Manager	
<b>SUPERVISION:</b>	Lead within a work unit including assigning and monitoring work of assigned staff	
<b>EMPLOYEE UNIT:</b>	Management	
<b>FLSA:</b>	Exempt	

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**JOB SUMMARY:** Under minimal supervision, to perform analysis on the underlying reasons and causes of crime; answer questions; examine perpetrators of criminal activities and crimes to identify crime series, crime patterns and trends; identify investigative leads by determining related cases, potential suspects and forecasting occurrences of crime; focus on people, organizations, and their interrelationships in order to anticipate and prevent future events of gang-related crime, organized criminal enterprises, and terrorist activity; disseminate analytical findings to departmental personnel and others; and to perform related work as required.

**EXAMPLES OF ESSENTIAL DUTIES:** Duties may include, but are not limited to, any combination of the following:

- Studies crime patterns and trends, how these trends affect the jurisdiction, and how law enforcement responds to them
- Collects, analyzes, correlates and evaluates data from crime, intelligence and arrest reports, other documents, and law enforcement databases looking for crime patterns or trends
- Studies offender and victim characteristics and their method of operation
- Analyzes dates, times, geography, and environment of crimes
- Forecasts the date, time, and location of the next crime in a series
- Summarizes and analyzes qualitative and quantitative data using calculations such as frequencies, percent change, cross-tabulations, measures of central tendency (e.g., mean, median, mode) measures of variation (e.g., standard deviation, variance) and correlations
- Produces complex reports and bulletins for police department to help it develop strategies and tactics that increase the effectiveness of crime prevention and control, officer presence (deployment and scheduling), and suspect arrests
- Establishes criminal profiles that include prior crimes and criminal relationships to aid in making connections between members and criminal organizations
- Evaluates telephone calls to plot activity and determine the size and location of criminal groups and members
- Does critical and comprehensive written and oral reports based on research, collection, and analysis of classified and unclassified information
- Works closely with investigators and prosecutors to communicate crime patterns and trends

- Develops crime-mapping analysis of geographic data from police reports, service calls, and other documents
- Creates and maintains informational databases
- Uses complex databases, and software applications such as geographic information systems (GIS) mapping tools, and artificial intelligence networks
- May train agency staff in the use of crime analysis and data maps
- May give speeches on crime prevention and analysis to organizations such as Neighborhood Watch Programs, schools, government and civic organizations
- May testify in court
- Other related duties as assigned

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- methods of identifying essential information
- data processing programs to produce bulletins and reports including graphics such as charts, maps, pictures, and diagrams
- electronic matrix and/or spreadsheets
- methodologies and principles related to data collection, correlation, analysis, and reporting to determine validity, reliability, and credibility of verbal, written, numeric and graphic information
- the use of statistical formulas including frequency, percent, percent change, sum, average, standard deviation, regression analysis, forecasting, and correlations
- socio-economic, cultural, psychological, biological, environmental and historical theories/influences on criminal behavior and victimology
- relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for protection of people, data, property, and institutions
- relationship among law enforcement, courts and corrections at the local, state and federal level

### **Ability to:**

- identify complex problems and review related information to develop and evaluate options and implement solutions
- perform cross tabulations, create charts and graphs, and to export the objects to other applications
- work with restricted law enforcement documents and highly confidential information
- use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- combine separate pieces of information, or specific answers to problems, to form general rules or conclusions
- establish and maintain effective work relationships with those contacted in the performance of required duties
- work safely and abide by established safety rules and regulations
- effectively convey information to others in presentation form and handle audience participation, answering questions concisely and accurately

- identify or detect known patterns (a figure, object, word, or sound) that is hidden in other distracting material
- listen and understand information and ideas presented through spoken words and sentences
- communicate information and ideas in writing explaining information, drawing conclusions and/or making recommendations in a narrative format that is objective, succinct, pertinent, articulate and relevant
- be self-motivated, see when information is needed by the department and to perform the analysis on own initiative
- sit at a desk and work with a computer using near vision in a general office environment subject to interruptions, noise, heat/cold and fragrances such as perfumes
- hear adequately to converse on the telephone and in person
- intermittently twist to reach equipment surrounding desk, and perform simple grasping and fine manipulation
- drive an automobile

**SPECIAL REQUIREMENT:** successful completion of a background investigation which may include a polygraph, credit history, driving record, criminal activity, military and employment records, and character references

### **TRAINING AND EXPERIENCE**

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

- **Education:** A bachelor's degree is required. Completion of degree or coursework in Administration of Justice, Criminal Justice, Criminology, Statistical Analysis, Psychology, or Sociology is highly desirable. Knowledge of law enforcement, the criminal justice system, and research and statistical methods is desired. Completion of an approved crime analyst certification program by the Department of Justice is highly desirable.
- **Experience:** Two years of increasingly responsible analytical experience within a criminal justice agency, or experience in dealing with data collection, performing statistical research and analysis, presenting and disseminating data and statistics, and working with automated systems in data collection, collation, and analysis.

### **Licenses/Certificates:**

- Possession at the time of hire and continued maintenance of a valid California Driver's license and safe driving record.