

CITY OF SALINAS

CRIME ANALYST

**BARGAINING UNIT/CLASS CODE:
AMPS/C02**

DEFINITION

To perform varied analytical support related to crime and criminal intelligence in support of the Police Department including research, data collection, analysis and dissemination of statistical information. This is a non-sworn, journey level professional class that provides complex analytical support and maintains databases of statistical information relating to criminal activity while evaluating the data for trends and patterns.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Police Sergeant. May exercise technical and functional supervision over and provide training to lower-level staff, volunteers and crime analysis unit interns.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Collect, compile and analyze complex statistical data from various sources on crime and criminal activity to identify patterns or trends and the mode of operation of suspects. Perform complex statistical analysis on data; prepare analytical and statistical reports, charts graphs, maps, bulletins, and other written reports. Prepare crime statistical summaries and reports on projections of long-term changes and crime trends; assist with the development of tactics, strategies and planning in response crime trends. Develop hypothetical links and formulate theories, identify trends, patterns and suspects between crime patterns, criminals and crime groups and make recommendations of possible solutions to criminal investigative problems. Develop and maintain information system databases and applications relating to criminal activity; audit and maintain quality control of crime analysis data with accurate data documentation. Provide statistical information for filing required crime reports with federal and state agencies and also provide information related to crime analysis to businesses, government agencies as well as the public. Provide weekly reports of crime analysis data to patrol and investigations staff and maintain files and logs, including a daily log of police activities by incident, type, time, and location/area. Communicate in a clear and concise manner orally, in writing and through graphic representations and statistical summaries with managers, colleagues, employees, elected officials, the public, employee groups and organization representatives. Participate on a variety of interdisciplinary committees and commissions and represent the City to the community and other organizations. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Essential duties require the mental, physical and emotional stamina to optimally perform in this position; manual dexterity sufficient to write, type, use telephone, two-way radio, computer; see well enough to drive vehicles, read small print on documents and maps, detect subtle shades of color; hearing sufficient to conduct in person and telephone and two-way radio conversations; speaking ability in an understandable voice with sufficient volume to be heard at fifty feet of distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to climb stairs and move about the work environment, physical strength to lift up to 30 lbs; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Physical mobility sufficient to move about the work environment which includes moderate noise levels and controlled temperature conditions.

QUALIFICATIONS

**CITY OF SALINAS
CRIME ANALYST (continued)**

Knowledge of:

Principles and practices of administrative and operational analysis, research evaluation and methodology; methods and procedures of conducting crime analysis and research, and techniques, methods and procedures of criminal investigative procedures; police terminology and law enforcement codes and functions, organization, principles and practices of law enforcement agencies; federal, state and local codes, regulations and department policies, technical process and procedures; principles and practices of record keeping, business letter writing and standard format for reports and correspondence, modern office practices, methods, and computer equipment and applications related to crime analysis; complex arithmetic and statistical techniques and English usage, grammar, spelling, vocabulary and punctuation; computer programming principles and various computer software and systems; techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to:

Recognize, gather, identify, analyze, document and evaluate crime series and patterns and collect, analyze, interpret and document complex statistical data. Analyze operational objectives and evaluate alternatives, separate facts and assumptions, draw sound, logical, fact-based conclusions and apply quantitative research methods to evaluate the effectiveness of crime suppression/prevention programs. Perform technical report writing, properly develop and interpret complex tables, charts, and graphs, correspondence and other written material with a high degree of skill and clarity. Multi-task in an effective and timely manner; organize and prioritize own work to meet critical deadlines. Operate modern office equipment including computer equipment and specialized software application programs. Use English effectively to communicate in person, on the telephone and in writing; use independent judgment, tact and initiative within general policy and legal guidelines in politically sensitive situations; establish, and foster positive and harmonious working relationships with co-workers in the course of work.

License or Certificate:

Possession of a valid California Driver's License; possession of, or ability to obtain, valid Department of Justice Crime and Intelligence Analysis certification.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge, and abilities required to perform the duties would be any combination equivalent to graduation from an accredited four-year college or university with major coursework in criminology, statistics, business or public administration, or a related field, **and** three (3) years of increasingly responsible administrative and analytical experience, preferably in a public law enforcement setting.

Reviewed _____
Department Director

Approved _____
Interim Human Resources Director

Approval Date _____

ORIG: 12/10