CRIME ANALYST

Job Description

The job description does not constitute an employment agreement between the City and employee and is subject to change.
The specific statements shown in each section of this description are not intended to be all-inclusive.
They represent typical elements and criteria considered necessary to successfully perform the job.

Class Title:	Crime Analyst	**Effective Date:**	July 1, 2022
Working Title:	Crime Analyst	**Type:**	Represented by Keizer Police Assoc.
Department:	Police	**Supervisor:**	Patrol Lieutenant
FLSA Status:	Non-Exempt	**Supervises:**	None

CLASSIFICATION SUMMARY

Under the general direction of the Patrol Lieutenant, this professional support level staff position's objective is to provide a variety of professional, analytical, and administrative information and support with the intent of improving the ability of the department to become more efficient and effective in the prevention and investigation of crime. Personal conduct and behavior (on-duty and off-duty) must be such that it builds public confidence in the agency and its members.

SUPERVISION

Not a supervisory position.

PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; bend; and reach with hands and arms. The employee must lift and/or move up to 10 pounds and infrequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to use a computer and various software programs, calculator, phone, copy, and fax machines, and other related tools and equipment.

Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position.

Working Conditions

In the performance of the job duties, the employee will perform the majority of this job in an office environment under usual office working conditions. Work is also performed in numerous meeting settings in offices, conference rooms, and public spaces. The noise level in the work area is typical of most office environments, with telephones, frequent interruptions, and background noises. Duties include contact with employees and members of the public in conflict situations and risk of exposure to bloodborne pathogens and disease.

Occasional work performed off-site in all types of weather conditions. Overtime may occur.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance, adherence to working hours, and operating a motor vehicle safely and legally while on City business.

60%   Crime Data Research & Analysis

Compiles and analyzes information from various sources on crime and criminal intelligence to identify patterns or crime trends, patterns for the purpose of directed patrol efforts and problem-oriented policing projects. Formulates theories regarding crime trends, patterns, and perpetrators; develops hypothetical links between crime trends, criminals, and crime groups.

Collects and compiles criminal intelligence information and statistics to generate intelligence data for support in investigations through manipulation and query of database systems; and reading and recording various intelligence, analytical, and administrative information.

Performs complex statistical analysis on data; prepares analytical and statistical reports, charts, graphs, maps, bulletins, and other written reports.

Researches, analyzes, evaluates, and correlates criminal intelligence information in order to determine source reliability, content validity and potential truthfulness; to develop investigative leads and links; and to distinguish patterns and trends.

Acts as a liaison with internal and external groups/individuals to provide analytical assistance, collect and/or disseminate intelligence data, and share resources.

40%   Analytical & Administrative Support

Organizes and maintains sensitive, non-sensitive, and open source case data and/or files into logical, concise, and understandable order for retrieval if further analysis is needed.

Prepares and presents detailed presentations (e.g., crime bulletins, intelligence reports, annual reports, problem-oriented policing packets, Scanning, Analysis, Response, and Assessment (SARA) workups, etc.) and briefings to share organized facts and statistics, and criminal intelligence analysis with the Patrol, Community Response Unit (CRU), and Investigations, case investigators, prosecutors, and other law enforcement agencies.

Assists in coordination of major case investigations by prioritizing collection of data, delegating assignments, establishing schedules, organizing resources, monitoring progress, quality control, and timely completion of projects and cases.

Provides analytical support to investigators which may include link charting, Call Data Records (CDR) analysis, mapping, timelines, phone analysis, video analysis, or other forms of visual analysis.

Provides support for the Investigations Division and the Patrol Division such as in the creation of photo lineups, preparation of subpoenas, etc.

Assists investigators with the logging of evidence at major crime scenes and search warrants.

Participates on a variety of interdisciplinary committees and boards and represents the City to the community and other organizations.

Updates and conducts police department systems training for staff. Manages and administers law enforcement databases and systems.

MINIMUM QUALIFICATIONS

Education & Experience
Four-year degree in Business Administration, Public Administration, Police Science, Criminal Justice Administration, or related field as well as a minimum one year of experience in the field of crime analysis or statistical analysis in law enforcement, or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position. Extensive experience with statistical analysis in a law enforcement agency is preferred.

Skill & Ability
- Verbal and written fluency in English language.

Licenses, Certifications & Other Requirements
- Pass a comprehensive personal history background investigation.
- Valid driver license at time of hire and maintained during employment.
- Certification in crime analysis methods including Crime Analysis Applications, Intelligence Analyst Notebook, and cell phone analysis software.
- Preferred at hire, must be able to obtain within 90 days and maintain during employment: Law Enforcement Data System (LEDS) certification and Criminal Justice Information Services (CJIS) clearance.
- Preferred at hire, must be able to obtain within one year and maintain during employment: Secret Clearance through the Department of Homeland Security.

ADDITIONAL QUALIFICATIONS

Knowledge
- Principles and practices of law enforcement and criminal investigations, organization and case analysis, and computerized information systems.
- Problem solving techniques.
- Operations, functions, policies and procedures of law enforcement agencies or ability to rapidly acquire such knowledge.
- Modern office practices and procedures including computer operating principles.
- Basic mathematical principles.

Skill & Ability
- Use computers and applicable software to analyze, illustrate, and map a variety of statistical data.
- Use various office and audiovisual equipment.
- Use Analyst Notebook, ArcGIS, and cell phone analysis software.
- Assemble, organize, analyze, and present statistical and factual information derived from a variety of original and secondary sources concerning possible trends in criminal activity.
- Effectively plan, coordinate, and motivate others to actively promote crime prevention.
- Communicate tactfully and effectively in both oral and written form.
- Establish and maintain professional, effective, and collaborative working relationships with the general public, employees, volunteers, other law enforcement agencies, diverse groups and individuals, and the media.
- Be self-motivated and to work on various tasks and assignments at one time.

Licenses, Certifications & Other Requirements
- Required within six months of hire: NIMS IS 100 and 700 Certifications.