JOB TITLE: Police Crime Analyst

DEPARTMENT: Police

REPORTS TO: Police Captain

PAY GRADE: 41

EMERG. STATUS: NE

FLSA STATUS: Non-exempt

JOB SUMMARY

The Police Crime Analyst uses knowledge of administrative, tactical, and strategic crime analysis to review and analyze crime reports; interpret patterns and trends; disseminate information; and make recommendations related to possible suspects, potential crimes, location of future crimes, and methods of operation.

BUDGETARY RESPONSIBILITIES

No budgetary responsibilities.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Collects, objectively analyzes, interprets, evaluates, and disseminates data, including crime data, using Excel and other programs to discover developing trends, patterns, and changes in criminal activity. Performs other data management, research and analytical duties when necessary.

2. Utilizes various databases, existing Police Records Section information and software, including computer-aided dispatch software, to access, download, analyze and interpret data to develop crime series, patterns, suspect profiles, etc.

3. Utilizes Geographic Information Systems (GIS) to produce computer generated maps displaying crime activity geographically.

4. Develops and disseminates various reports/bulletins identifying criminal activity, suspect information, crime trends, statistics and/or forecasts. Prepares and presents weekly and/or monthly crime stats presentation for command staff and other verbal briefings/presentations when required.

5. Responds to internal and external requests for information from police, operational and administrative staff, citizens, news media, and other law enforcement agencies.

6. Facilitates the exchange of crime information within the police department with other agencies.

7. Identifies repeat offenders to assist in crime analysis.

8. Provides officers and supervisory staff with objective analyses to assist in problem-solving, scheduling, and directed patrol.

9. Develops and instructs training programs regarding the development and application of crime analysis information for police staff and the general public.

10. Conducts computer searches for suspects using vehicle information, phone numbers, suspect acquaintances, and/or addresses; formulates research methods for accurate reporting; researches and resolves discrepancies to ensure data integrity.

11. Attends meetings and training classes to maintain current knowledge of latest technology and crime analysis processes.

12. Assists with maintaining internal databases of selected persons such as registered sex offenders, known burglars, narcotics users, gang members, and other selected groups.
13. Assists in the administration of various departmental software packages, including database maintenance and user management as assigned and updates portions of departmental web page related to crime statistics.

14. Uses knowledge of graphic design and video recording/editing to assist with the Police Department’s Social media platforms.

15. Facilitates and/or moderates ad hoc working groups established by the department to address crime and public safety related issues; assists in the development of response plans. Work groups may consist of department personnel, outside agencies, other city departments, and external stakeholders.

16. Follows directions of assigned supervisor.

17. Performs other similar duties as assigned.

TYPICAL DECISIONS
Determines appropriate methodology to research and analyze varied and complex data and to arrive at logical and documented conclusions. Uses initiative and discretionary judgment to recognize and exercise deviation from accepted practice when required. Uses discretionary judgment in determining information to be gathered and disseminated to citizens, department directors, and other employees. Determines the appropriate application of various software programs in order to obtain usable results based on the analysis of the needs of users.

PHYSICAL AND ENVIRONMENTAL CONDITIONS
Ability to sit, stand, and move about an office or building. Employee will frequently lift and carry materials weighing up to 35 pounds. Ability to stoop, bend, kneel, squat, and climb in order to reach cabinets and to file or retrieve information. Ability to communicate verbally in person and over the telephone. Sight and motor skills to include typing and operating a computer.

REQUIRED QUALIFICATIONS
Knowledge, Abilities and Skills--

Knowledge
Work requires a broad knowledge in data analysis, research methods, theory and statistics. Requires knowledge of: the operations and activities of the Police Department, the City, police procedures and the theory, principles, practices and methods of crime analysis; research methodologies; the National Incident Based Reporting System; working knowledge of state, federal and local laws and statistics; general knowledge of office management; working knowledge of computer theory, methodology and operations; and working knowledge of computer capabilities and processing techniques.

Skills
Requires sound analytical skills and proficiency in the use of computer hardware, such as personal computers, scanners, printers and plotters. Requires proficiency in the use of software, such as Microsoft PC systems, Microsoft Office Suite, Crystal Reports, databases, spreadsheets, word processing, records management systems, computer-aided dispatch systems, OSSI-SunGard, and GIS. Requires the ability to plan, organize
and enter data for computer software applications. Requires effective listening skills, reading skills, and verbal and written communication skills. Possess the ability to consistently be a cooperative co-worker and team member with the ability to maintain positive working relationships inside and outside the department. Communicate courteously and effectively. Display independent judgment and make sound decisions. Manage multiple projects at one time, and be skilled in effective time management and resource utilization.

**Minimum Education, Experience and Certification—**
Bachelor’s degree required. Preference is given to degrees in Criminal Justice, Computer Science, Math, Statistics, Public Administration, or closely related fields. Three years or more of experience in data analysis, trend analysis, research methods, statistics, experience producing reports and presenting materials in a formal meeting environment required. Will consider equivalent combination of experience and education, which provides the knowledge, abilities and skills required for the job. Proficiency testing required: Microsoft Office Excel score of at least 70%. Test to be taken at Workforce Solutions. Valid Texas driver’s license with driving record that meets City guidelines.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required.

UPDATED: August 2016

**SIGNATURE:**

Employee __________________________________________   Date

Immediate Supervisor _________________________________  Date

Department Director __________________________________  Date