

**POLICE DEPARTMENT  
PART-TIME POLICE CRIME ANALYST**

**GENERAL DUTIES:** Under general direction of the Police Captain or Police Chief, perform work of considerable difficulty reviewing, monitoring, developing and analyzing methods, with special emphasis on related statistical data and computerized systems. This position requires specialized expertise in statistical analysis, systems analysis, organization and methods analysis. As this is a part-time position, flexibility in work schedule to meet the needs of the department is critical.

**GENERAL REQUIREMENTS:**

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Responsible to develop, collect, and analyze crime data based on geography, trends, common suspects, and methods of operation in support of management and line units.
2. Identify needed improvements with current data management and system, evaluate alternatives, prepare detailed specifications, and create appropriate software and support documentation. Systems currently in use are: Tiburon, RMS, ARS, Tiburon CAD, and Crystal Reports. These systems may change over time with new software technology.
3. Responsible to create and publish crime analysis documents, maps, flow charts, link analysis, and crime analysis reports as requested.

4. Develop plans for collecting, organizing and summarizing numerical and related data for a wide variety of departmental surveys and studies.
5. Analyze statistical data and initiate or recommend to staff to determine a course of action to address problems. Alert staff in a timely manner on emerging crime trends or crime patterns.
6. Advise departmental personnel on the significance of data obtained, and prepare charts, graphs and tabulations to portray and define data using Excel, including pivot tables, and Access with the ability to manipulate data.
6. Assist departmental staff in the implementation of new data collecting systems and procedures.
7. Develop procedures and programs for the production of statistical summaries and reports and produce quarterly statistical reports and annual performance measure reports.
8. Assume responsibility for applying specialized statistical expertise in systems analysis and statistical analysis to detailed knowledge of police departmental operations specifically automated systems and their interrelationships, resource allocation techniques, beat structuring, and crime analysis (pattern identification and suspect/offense correlation techniques).
9. Train others in specialized data processing areas such as interactive computer programming and automated report generation through the use of high-level languages and software. Set up “canned” reports for staff to access and use.
10. Ensure the appropriate use of technology in order to provide cost effective staffing, systems and procedures; to ensure the productivity of the Police Department; to evaluate police performance measures such as response time, number of offenses, clearances and arrests utilizing statistical analysis, systems analysis, and computer applications.
11. Perform related work as requested.

**REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:****SKILLS:**

1. Statistical and analytical skills.
2. Proficient in the use of a personal computer and various computer software including, but not limited to: Microsoft Excel, Access, Word, PowerPoint, and Outlook; Crystal Reports; ArcView/Arc Map 9.2; GEO files; and other Microsoft reporting software/services.
3. Organize work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of supervision and direction.
4. Excellent oral and written communication skills

5. Excellent customer service skills.
6. Detail-oriented.

**KNOWLEDGE:** Knowledge of:

1. Statistical methods, resource methodology and the principles and practices of gathering and analyzing statistical data.
2. Systems analysis and data processing capabilities as related to the analysis of data the presentation of results.
3. The criminal justice system and Police Department Operations.
4. Current state of the art in related software.
5. Geographic base files and display systems including a strong understanding of GIS systems, various City uses of GIS, and Linx for GIS services.
6. Models and techniques used in resource allocation, beat structuring, and crime analysis.
7. Police automated systems and their interrelationships.
8. Database management.

**ABILITIES:** Ability to:

1. Establish and maintain effective working relationships with supervisors, co-workers, other departments, outside agencies and the general public.
2. Troubleshoot data errors within CAD/ARS/RMS and with vendors (i.e. Tiburon).
3. Communicate effectively both orally and in writing.
4. Analyze complex problems, evaluate alternatives and make creative recommendations.
5. Prepare and present ideas and recommendations effectively in writing and orally.

**MACHINES/TOOLS/EQUIPMENT UTILIZED:**

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer

3. Telephone or headset
4. Copier
5. Calculator
6. Copying machine
7. 10-key adding machine
8. Facsimile machine
9. Plotter printer
10. Paper shredder
11. Paper cutter
12. Presentation equipment, microphones, easels, overhead projectors, etc.
13. Specialized computer software
14. Automobile
15. Cal Photo Access system and equipment
16. Crime Reports system and equipment

### **PHYSICAL DEMANDS**

Under typical office or field conditions, employee will perform the following physical activities which include handling files, books, binders and boxes of work-related material:

1. Sitting, for very prolonged periods of time attending meetings or working at the computer.
2. Walking
3. Standing
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling
10. Lifting up to 25 lbs.
11. Driving
12. Speed, in meeting deadlines

### **SENSORY DEMANDS:**

Under typical office or field conditions, employee utilizes these senses while using a computer, typewriter, telephone, fax machine, copier, adding machine, postage meter, paper shredder/cutter, camera or automobile:

1. Seeing
2. Speaking
3. Hearing
4. Touching

**ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**

## Office Conditions:

1. Indoors: Typical office conditions, over approximately 95% of the time.
2. Flooring: Low level carpeting, linoleum, tile floors and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, radios and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, ink pens, copiers or other office-related equipment.

## Field Conditions:

1. Outdoors: Typical field conditions traveling to meeting, or attending training sessions, less than approximately 10% of the time.
2. Travel: Varying conditions via automobile, less than approximately 5% of the time.
3. Lighting: Normal outdoor conditions, and chance exposure to extreme weather conditions.
4. Ventilation: Heating and air conditioning provided by vehicle and outdoor equipment.

**HAZARDS:**

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, radio, paper shredder, or paper cutter. When traveling to meetings or seminars, there is some exposure to mechanical hazards while utilizing a vehicle.

**ATMOSPHERIC CONDITIONS:**

Minimal exposure to fumes occurs in a typical office environment. Typical exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

**REQUIRED TRAINING, EXPERIENCE, AND QUALIFICATIONS:**

1. Any combination of training and experience equivalent to successful completion of advanced undergraduate coursework from an accredited college or university in statistics, computer science or related field and five (5) years of increasingly responsible professional analytical and administrative experience. A Bachelor's degree in a related field of study is strongly preferred.
2. Strong computer skills and experiences with the systems currently in use (Microsoft Suite; CAD; RMS; ARS; Tiburon, ArcView/ArcMap 9.2, GEO files, etc.). Prior to hire, must pass a computer knowledge test and database set-up and management test. An advanced-level user of Excel (with pivot tables) and Access is highly desired.
3. Possess and maintain a valid California Driver License and a safe driving record necessary to

operate assigned vehicle(s).

4. Pass a post-offer psychological evaluation and a medical examination, which includes a drug test.
5. Pass a background investigation, which includes a polygraph examination, and extensive Department of Justice criminal record check, and an FBI clearance.
6. Prefer non-tobacco user.
7. Possession of or ability to obtain within 18 months of hire certification in Crime and Intelligence Analysis. (This is due to the State requirement that agencies have employed a "Certified Crime Analyst" to be eligible for State grant funding).
8. Prefer bilingual (English/Spanish).
9. As this is a part-time position, flexibility with work hours to meet the needs of the department is required.