

**POLICE DEPARTMENT
POLICE CRIME ANALYST**

GENERAL DUTIES: Under general direction of the Police Captain, perform work of considerable difficulty reviewing, monitoring, developing and analyzing methods, with special emphasis on related statistical data and computerized systems. Perform related work as required. This position requires specialized expertise in statistical analysis, systems analysis, organization and methods analysis.

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 for developing, collecting and analyzing crime data based on geography, trends, common suspects, and methods of operation in support of management and line units.
2. Identify needed improvements and initiate system development by preparing functional specifications, evaluating alternatives, preparing detailed specifications, and creating appropriate software and support documentation.

3. Develop plans for collecting, organizing and summarizing numerical and related data for a wide variety of departmental surveys and studies.
4. Analyze statistical data and initiates or recommends new studies, additional use of existing data and modification of procedures and methods to increase information input and implements such studies, and methods.
5. Advise departmental personnel on the significance of data obtained, and prepare charts, graphs and tabulations to portray and define 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.
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.
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.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

SKILLS:

1. Statistical and analytical skills.
2. Proficient in the use of a personal computer and various computer software.
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.

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.
6. Models and techniques used in resource allocation, beat structuring, and crime analysis.
7. Police automated systems and their interrelationships.

ABILITIES: Ability to:

1. Establish and maintain effective working relationships with supervisors, co-workers, other departments, outside agencies and the general public.
2. Communicate effectively both orally and in writing.
3. Analyze complex problems, evaluate alternatives and make creative recommendations.
4. 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. Typewriter
10. Paper shredder

11. Paper cutter
12. Presentation equipment, microphones, easels, overhead projectors, etc.
13. Specialized computer software
14. Automobile

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 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 10% of the time.
2. Travel: Varying conditions via automobile, less than 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.
2. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
3. Pass a post-offer psychological evaluation and a medical examination, which includes a drug test.
4. Pass a background investigation, which includes a polygraph examination, and extensive Department of Justice criminal record check, and an FBI clearance.
5. Prefer non-tobacco user.
6. 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).

Approved by Personnel Commission
January 2002

7. Prefer bilingual (English/Spanish).