

# CITY OF SIMI VALLEY

## CRIME ANALYSIS AND REPORTING MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under direction, supervises, assigns, reviews, and participates in the work of staff responsible for activities within the Crime Analysis and Reporting Unit. Manages and participates in the systemic process of analyzing and disseminating timely, accurate, and useful information that identifies crime patterns, crime trends and potential suspects; manages and monitors all active parolees and known felons who reside or frequent the City of Simi Valley; manages a variety of intelligence tracking systems and other crime and database systems; maintains and reports on all local, state, and federal crime statistics for in-house reporting requirements; ensures work quality and adherence to established policies and procedures; and performs a variety of administrative and professional tasks in support of the Crime Analysis and Reporting Unit.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Develop and implement goals, objectives, policies and procedures; initiate changes and improvements to existing standards, policies, and procedures; monitor work activities to ensure compliance with established standards.
2. Plan, prioritize, assign, supervise and review the work of staff responsible for crime analysis and reporting activities; establish methods and objectives for providing crime analysis services; identify resource needs and allocate resources accordingly.
3. Oversee staff training, including training on the use of a variety of database systems; work with employees to correct deficiencies; implement discipline procedures.
4. Serve as lead coordinator/administrator and agency contact for a variety of police tracking analytical and intelligence database systems including the California parolee tracking database and other data systems; coordinate in the identification, development and assist in the design of program modifications to include working with Information Services staff to produce formatted reports.
5. Identify crime trends and report information to appropriate investigative or enforcement personnel in a timely manner.
6. Oversee and implement crime analysis and reporting activities including collection and analysis of a variety of economic, geographic, or social information; utilize sources from calls for service, census, demographic, and other related data to display informational analysis to police administrators and City officials.
7. Perform a variety of advanced tactical analysis; develop and test crime prediction and resource allocation statistical models; advise sworn staff of areas of high crime probability; develop and prepare charts, graphs, maps, reports, and related materials.
8. Review local, state, and federally mandated uniform Crime Reports on a weekly, monthly, quarterly, and annual basis as requested; prepare statistical reports for police administrators.

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9. Monitor the Department's Beat/Reporting Districts' Calls For Service. Make recommendations for realigning police beats and grids as warranted based on shifting calls for service, response times, city growth and reoccurring crime problems that drain police resources.
10. Monitor the City's active parole population; gather intelligence data on known parolees, frequent offenders, suspects and other individuals that have the potential to be involved in criminal activity.
11. Review confidential law enforcement bulletins regarding crime trends and patterns directly related to police operations.
12. Attend briefings, ride-alongs and interact with Department members to seek input on investigative needs.
13. Maintain contact with outside agencies in the collection, sharing and dissemination of useful crime analysis and statistical reporting information.
14. Use mapping software to correlate crime and offender data; maintain training for staff to ensure timely and accurate analytical maps are used.
15. Report on local, regional, and national crime trends.
16. Provide direction, coordinate and review the work plan for assigned staff.
17. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Advanced operations, services and activities of a crime analysis program.  
Principles and practices of program development and implementation.  
Principles of supervision, training, and performance evaluation.  
Advanced operations of police crime statistics database systems.  
Advanced methods and techniques of statistical research and analysis.  
Law enforcement and police records processing.  
Computer operations and statistical and graphics software.  
Recent developments, current literature and information related to crime analysis.  
Advanced principles, practices, methodologies and techniques of crime analysis, crime prevention and law enforcement.  
Modern office equipment including computers.  
Pertinent federal, state and local laws, codes and safety regulations.

**Ability to:**

Coordinate and direct a crime analysis support program.  
Perform advanced statistical research and analysis.  
Supervise professional and clerical staff working within a crime analysis unit.  
Select, train, and evaluate staff.  
Audit and validate crime data.  
Apply advanced principles of logic and scientific methods to define problems involving concrete and abstract variables.  
Recommend and implement goals and objectives for providing crime analysis and research.  
Manage multiple crime statistics database systems.  
Interpret and explain City policies and procedures.  
Allocate limited resources in a cost effective manner.  
Operate office equipment including computers and supporting crime analysis programs and

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databases.

Prepare clear and concise reports.

Create and test statistical models used to predict criminal activity.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in police science, criminal justice, public administration, mathematics/statistics or a related field.

**Experience:**

Five years of increasingly responsible crime analysis and research experience, including one year of lead/supervisory experience. Experience managing a crime statistics system desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Standard office setting; exposure to computer screens.

**Physical:** Sufficient physical ability to work in an office setting and operate office equipment; sit for prolonged periods of time.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range, with or without correction.

Adopted: February 2011