

CITY OF SIMI VALLEY

CRIME ANALYST

*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, conducts a variety of crime and statistical analysis in support of crime analysis activities; collects and analyzes data describing crime patterns, crime trends, and potential suspects; compiles, reviews and enters data associated with criminal and social disorder activity; assists with administering crime analysis database and tracking systems; assists in monitoring and researching all active parolees and known felons within the City; assists with creating local, state, and federal statistics for City-wide and in-house reporting requirements; and ensures work quality and adherence to established policies and procedures.

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. Collect, collate and analyze a variety of economic, geographic or social information in support of crime analysis activities; utilize sources from various calls for service, census, demographic, crime mapping and other related data; display informational analysis to police administrators and City officials.
2. Perform a variety of investigative and field support tasks including crime prevention, communication relation activities and directed patrol operation reports to assist in identifying crime problems; develop and test crime prediction and resource allocation models; identify crime trends and patterns; assist in advising staff of areas of high crime probability; assist in developing and preparing charts, graphs, maps, reports and related materials in order to track and present findings related to criminal activity.
3. Assist in administering a variety of police tracking, records management and intelligence databases and systems; perform regular system maintenance to ensure effective system operations; develop and maintain data tables.
4. Create confidential law enforcement bulletins regarding crime trends, wanted persons and officer safety.
5. Collect and research social science notifications from Crisis Intervention Team and create informational alerts in the records management system.
6. Collect and analyze calls for service by types of criminal and non-criminal activity, time of day, and day of week to include response times; make recommendations to realign, add or delete police reporting districts and coordinating beats as warranted.
7. Prepare a variety of administrative, operational and investigative reports; present findings as necessary; maintain records, logs and files.

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8. Assist in monitoring the City's active parole population; gather intelligence data on known parolees; help identify parolees that are in the City illegally; identify pre-parolees and ensure appropriate placement; maintain an effective working relationship with local parole agency.
9. Collect, analyze and disseminate jail release and booking reports to sworn staff.
10. Assist in providing on-going traffic analysis; run specialized reports that include traffic accident, traffic citations, traffic warnings and parking enforcement in a variety of formats.
11. Assist in maintaining a variety of maps within the Police Department including police beats and grids; ensure sufficient copies are available for police staff.
12. Assist in developing and maintaining Internet and Intranet data resources for the community
13. Respond to calls and questions from outside agencies and the general public related to crime-analysis; research answers or refer callers to other sources; prepare reports for dissemination.
14. Collaborate with other organizations to share information or coordinate crime analysis and prevention activities.
15. Maintain awareness of developments in the field of crime statistical analysis; incorporate new developments as appropriate.
16. 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:

Basic operations, services and activities of a crime analysis program.
Law enforcement, court, probation, parole and corrections procedures.
Principles and practices of program development and implementation.
Methods and techniques of data collection, statistical research and analysis.
Computer operations and statistical and graphics software.
Recent developments, current literature and information related to crime analysis, geographic profiling, community policing and crime prevention.
Crime patterns, series, trends and hot spot applications.
Crime prevention and community-oriented policing programs and applications.
Basic principles of lead supervision and training.
Principles, practices, methodologies, research and techniques of crime analysis, crime prevention and law enforcement.
Modern office equipment including computers and applicable computer applications.
Pertinent federal, state and local laws, codes and safety regulations.

Ability to:

Perform statistical and investigative research and analysis.
Maintain accurate records, logs and databases.
Audit and validate crime data.
Apply principles of logic and scientific methods to define problems involving concrete and abstract variables.
Analyze and determine significance of data gathered through research.
Interpret and explain City policies and procedures.
Interpret and apply federal, state and local laws, codes and safety regulations.

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Operate office equipment including computers and supporting crime analysis programs and 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:

One year of responsible crime analysis and research experience.

License:

Certification as a Crime and Intelligence Analyst is 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; works with computers.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment; sitting 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.

Revised: July 2005, July 2016