

## **POLICE CRIME ANALYST**

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### **DEFINITION**

Under general 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; assists with administering crime analysis database and tracking systems; assists with creating local, state and federal statistics for City-wide and in-house reporting requirements; manages federal and state grants; assists in the writing and reporting of grant applications adhering to established guidelines and regulations. In addition, this position provides varied administrative and analytical support to the Police Department projects and programs; analyzes programmatic practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; conducts needs analysis, feasibility studies, and program evaluations for assigned projects and programs; develops, summarizes, and maintains administrative and fiscal records; fosters cooperative working relationships among City departments and acts as liaison with various community, public, and regulatory agencies; and performs related duties as required.

### **REPRESENTATIVE DUTIES**

*The duties listed below are examples of the work typically performed by employees of this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties are those which are least likely essential functions for any single position in this class.*

1. Oversees the department's computer support functions; ensures accuracy and timeliness of reports; brings new modules on-line; coordinates maintenance of computer equipment, software; and arranges for special servicing as needed.
2. Reviews a variety of written reports for accuracy including reports for California Bureau of Criminal Statistics, Uniform Crime Reports, incidents reports, arrest reports, etc.
3. Assists with Police computer activities including coordinating the Police computer system, hardware, and software upgrades among the Police Department.
4. Provides training for department personnel in proper data entry requirements and various computer functions.
5. Audits data entry to assure compliance with FBI and Bureau of Criminal Statistics reporting requirements, prepares various crime-related topics for public meetings and arrest reports for state and federal agencies.
6. Performs a variety of statistical analysis; provides information to assist in identifying crime and other related police matters; provides information to assist crime prediction and resource allocation statistical models; assist in advertising sworn staff of areas of high crime probability; assists in developing and preparing charts, graphs, reports, and related materials in order to track and present findings related to criminal activity.

7. Assists in administering a variety of police tracking, records management and intelligence databases and systems; performs regular system maintenance to ensure effective system operations; develops and maintains data tables.
8. Creates confidential law enforcement bulletins regarding crime trends, wanted persons, and officer safety.
9. Assists in providing on-going traffic analysis; runs specialized reports that include traffic accidents, traffic citations, traffic warnings, and parking enforcement in a variety of formats.
10. Assists in developing and maintaining police internet data resources for the department and community.
11. Confers with other management staff regarding provisions of administrative and support services, including contracts, agreements, grant writing, tracking and reporting.
12. Maintains accurate records and files; develops storage of records and retention schedules.
13. Compiles and analyzes data and makes recommendations for the development and implementation to new or revised programs as appropriate.
14. Responds to calls and questions from department staff, city staff, outside agencies, and the general public relating to crime analysis.
15. Reviews laws and changes in laws governing mandated reporting requirements.
16. Assists with preparing state grant programs including necessary research and needs assessment.
17. May serve as liaison between department and granting agencies.
18. Performs other duties as assigned.

## **EMPLOYMENT STANDARDS**

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### **Education and/or Experience**

Graduation from an accredited college with a Bachelor's degree in public of business administration, with major work in criminal justice, mathematics, statistics, or a closely related field and three (3) years of increasingly responsible administrative experience, preferably in law enforcement, performing technical, analytical, statistical, and administrative duties.

### **Knowledge of:**

Principles, practices, techniques and policies related to police office management, records, computer support, communications; criminal law as it relates to felony/misdemeanor offenders; principles and practices of program development and implementation; methods and techniques of statistical research and analysis; recent developments, current literature and information related to crime and other related analysis; records processing, computer operations and statistical and

graphics software; organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures; research and reporting methods, techniques, and procedures; sources of information related to broad range of municipal programs, services, and administration relating to law enforcement and crime analysis; recent and on-going developments, current literature, and sources of information related to the operations of the assigned division; techniques for effectively representing the city in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations; techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

**Ability to:**

Perform statistical research and analysis; audit, correlate and validate crime data; apply principles of logic and scientific methods to define problems involving concrete and abstract variables; perform responsible and difficult administrative work involving the use of independent judgment and personal initiative; plan, organize, and carry out assignments from management staff with minimal direction; conduct research on a wide variety of administrative topics including grant funding, contract feasibility, budget and staffing proposals, and operational alternatives; research, analyze, and evaluate new service delivery methods, procedures, and techniques; prepare clear and concise reports, correspondence, policies, procedures, complex laws, codes, regulations, and ordinances; operate modern office equipment including computer equipment and specialized software applications programs(including crime analysis programs and data bases); conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports; analyze and interpret state and federal laws and guidelines

**Special Requirements**

Possession of or ability to obtain a valid California Driver's License.

Must be at least 18 years of age

Candidates seeking a position in the police department must be able to pass an extensive background check.

**Physical Demands**

Strength, dexterity, coordination and vision to occasionally use a keyboard and computer. Occasional lifting of objects weighing up to 25 lbs. such as, files, stacks of paper, reference and other materials. Moving from place to place within an office; and some reaching for items above and below desk level.

**WORKING CONDITIONS**

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Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. A computer is used on a daily basis. Periodic contact with angry and upset individuals. Evening and weekend work may be required.

Date Adopted: June 20, 2022