

CRIME ANALYST

Definition

Under general direction, collects and analyzes criminal activity information from various sources, perform statistical research relating to crime pattern detection, suspect-crime correlation, target-suspect data and crime forecasting, disseminates analytical findings to departmental personnel, and do related work as required.

Examples of Duties

Analyze criminal activity information to identify trends and patterns of crime in the Monterey area. Collect data. Manage and audit automated systems for data retrieval. Retrieve and convert raw data to valid criminal intelligence information. Develop statistical information and trend analysis to support divisions in strategic and tactical decisions. Forecast crime pattern and develop target profile analysis to provide investigative leads. Develop crime information bulletins, hot sheets and monthly information reports for directing patrol. Respond to requests for statistical information from the public, or other City staff. Report crime statistics to the Department of Justice. Use these statistics, with additional data, to compile monthly crime comparison analysis. Responsible for the operation and use of the department's police reports computer system, trains other staff in the use of the system and software, serves on committees responsible for implementation of crime analysis software and systems. Perform a variety of technical and office support duties for the Police Chief and City staff as well as supporting other department staff as necessary. Operates a variety of office equipment.

Employment Standards

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor's Degree from an accredited college with emphasis in Administration of Justice, Criminology, Statistical Analysis or related field.

Experience: Two years of increasingly responsible analytical and supervisory experience within a criminal justice agency. Experience in dealing with data

collection, performing statistical research and analysis, presenting and disseminating crime data and statistics, and working with automated systems design and implementation.

Knowledge and Abilities

Knowledge of: Statistical analysis techniques; data processing systems and software applications; office methods, principles, operations and procedures; development and maintenance of filing and recordkeeping systems; current English usage, spelling, grammar and punctuation; principles of training.

Ability to: Learn and become proficient in computer systems and software used in maintaining law enforcement information for crime analysis; operate computer systems for the input and retrieval of information; interpret, apply and explain rules, policies and procedures; maintain and update police records, files and information systems; maintain tact and diplomacy in working with the public and other city staff, answer inquiries and respond to concerns; establish and maintain effective working conditions.

Certification

Possession of, or the ability to obtain, a Crime and Intelligence Analysis Certificate issued by a California State University and the California Department of Justice within three (3) years from the date of hire.