

CRIME ANALYST

DEFINITION

Under general supervision of the Administrative Sergeant, as directed by the Sheriff, the crime analyst is responsible for the systematic and analytical processes directed at providing timely and pertinent information relative to crime patterns and trend correlations. These efforts will assist operational and administrative personnel in planning and deployment of resources for the prevention and suppression of criminal activities.

DISTINGUISHING CHARACTERISTICS

Knowledge of the distinction between crime patterns, series, and trends; familiarity with motives of crime and types of criminals; working knowledge of business English and statistical mathematics; incumbent, if a peace officer pursuant to 830.1 PC may be assigned to a specific area of law enforcement, he/she must be capable of performing assignments in other areas such as Detectives, Patrol or any other specialized unit. If the incumbent is not a peace officer pursuant to 830.1 PC they must be able to perform other non-peace officer duties as directed by the Sheriff.

REPORTS TO

Sheriff's Sergeant, Lieutenant, Captain, Undersheriff, Sheriff

CLASSIFICATIONS SUPERVISED

None

EXAMPLES OF DUTIES

Review, extract, and analyze various crime and intelligence data and compile into a logical and understandable format in order to identify offenders and to project crime trends, series, and patterns. Use manual and computerized systems and modern research methods, including research design, statistical analysis, victim and suspect profiling, and other quantitative research techniques. Prepare various graphic presentations and technical publications which may include maps, charts, graphs, and diagrams; prepare integrated sound, text, and graphics presentations, using a variety of GIS programs. Use a variety of computerized database systems to maintain and obtain accurate criminal activity information and records; review data from a variety of reports, media articles, law enforcement bulletins, and criminal intelligence to maintain current knowledge of criminal activity and law enforcement issues. Organize and maintain manual and computerized files of criminal intelligence, crime and suspect information; compile and update criminal intelligence information and classify information regarding

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criminal intelligence and criminal activity according to its reliability and sensitivity. Prepare and distribute crime information bulletins, weekly and monthly information reports, trend analysis reports, serious habitual offender information, and related reports to the Police Departments and other law enforcement jurisdictions. Prepare oral and written reports on crime analysis findings and criminal intelligence and disseminate to law enforcement personnel, public employees and staff, and community groups as appropriate. Make recommendations related to patrol deployment, workload and staffing based on research and analysis of criminal intelligence and activity.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods in one position; frequently stand, walk, and climb stairs and ladders; ability to stoop, kneel, or bend to pick up or move objects weighing up to 100 pounds with help; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; heavy contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Identification of evolving or existent crime patterns and series.
- Forecasting future crime occurrences.
- Initiation of target profile analyses.
- Provision of investigative leads.
- Provision of support data to community policing and crime prevention programs.
- Methods in assisting with case clearance processes.
- Provision of data to support departmental planning activities.
- Methods, practices and procedures involved in processing and maintaining Police records and files.

Ability to:

- Perform a wide variety of professional law enforcement work.
- Understand and interpret laws and regulations relating to arrest, rules of evidence, and the apprehension, retention and treatment of prisoners and juveniles.

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- Understand and interpret the Code of Civil Procedures and Civil Processes.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- Secure information from witnesses and suspects.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Write clear, comprehensively, and concisely for presentation of reports.
- Establish and maintain good working relationship with co-workers.
- Demonstrate proficiency in MS Word, MS EXcel.
- Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Previous experience in law enforcement work is highly desirable. Completion of sufficient education or other course work to demonstrate knowledge of statistical forecasting, criminal case law, and criminology. Four year degree from accredited institution desirable. Ability to obtain CAL-DOJ certificate as Crime Analyst within probationary period or graduation, or ability to graduate, from POST accredited Intelligence Analysis course. Two years minimum experience working with a law enforcement agency.

Possession of a current and valid California Driver's license issued by the California Department of Motor Vehicles.