CRIME ANALYSIS TECHNICIAN

NATURE OF WORK

This is responsible work in the Crime Analysis Unit reviewing field interviews, intelligence reports, Crimestopper reports, teletypes, pawn slips and related information used in the analysis of crime trends or identification of possible crime suspects.

Work involves examining various sources of information used to analyze crime trends; maintain files and statistics related to crime patterns; coordinate Crimestopper crime tips; maintain sex offender register, flag offenders on probation and parolee's for intelligence purposes; review and enter pawned items into the computer for correlation to stolen property. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and results achieved.

EXAMPLES OF WORK PERFORMED

Analyzes information, intelligence and police reports in order to determine crime patterns and trends; publishes information and directs it to investigative personnel in order to enhance investigative efforts.

Reads all teletypes, Crimestopper reports, supplementary reports and incident reports for information which may be entered into the computer system or placed on the computer bulletin board.

Receives field interviews and intelligence reports from law enforcement officers; analyzes the information and classifies properly; files and processes reports in accordance with the unit and departmental policies.

Examines information gathered each day for the pawn shops in the form of pawn slips; enters information into the computer for cross referencing; tracks items placed on police hold at the various pawn shops; maintains correspondence to and from the pawn shops.

Assists in the coordination of the Repeat Offender Program (ROP); tracks individuals who meet the established criteria and maintains files on the offenders.

Receives and processes all information on the sex offenders' registry; coordinates the registry with the Lancaster County Sheriffs Office and Nebraska State Patrol.

Maps crimes to identify patterns and trends of crime; develops link and flow charts to aid investigators.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of database applications, spreadsheets, graphics, desktop publishing, word processing and geographic information system software and techniques.

Knowledge regarding the elements of crimes, nature of criminal offense patterns (modus operandi) and crime classification.

Knowledge of the geography of the city.

Ability to exercise independent judgment, prioritize projects and manage multiple requests for information.

Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.

Ability to maintain the confidentiality of information.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent and some course work in computer studies or some experience with database or spreadsheets, word processing, plus experience in a law enforcement setting reviewing or preparing crime related reports.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent and some experience with computer software and some experience in reviewing or preparing crime reports; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____   _____
                         Department Head   Personnel Director

9/2002

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