

CRIME ANALYST

NATURE OF WORK

This is responsible work applying principles of intelligence and crime analysis to interpret information regarding overall impact on the criminal investigative process.

Work involves gathering and manipulating information/data to analyze crime trends; developing predictive crime models; developing written threat assessments on crucial infrastructure and events based on intelligence; maintaining documents and statistics related to crime patterns and summarizing with analytical written documents. Work also involves the ability to work with a variety of sources in order to gather information and data, manipulate and analyze the information/data, and to create various written analytical products.

EXAMPLES OF WORK PERFORMED

Creates, maintains, and manipulates databases of police incidents using mainframe and various computer software programs; reviews and troubleshoots data errors, inconsistencies, and file transfer problems.

Creates and maintains spreadsheets, databases, and maps pertaining to crime trends using various forms of data and computer systems.

Prepares various performance reports on statistics.

Uses desktop publishing, mugshot software and graphics software to create layouts and designs of crime bulletins, dangerous persons flyers and similar publications.

Disseminates intelligence information to assist in prevention and detection of criminal activity.

Examines data files and geocoded crime maps to locate crime clusters; draws upon knowledge of criminal activity, criminal behavior, and physical environments to develop hypotheses about the relationship of crimes to one another, and to offenders; reviews specific police reports to discern modus operandi patterns.

Acts as a department liaison with other law enforcement agencies.

Maps crimes via GIS/Mapping Software, analyzes the clusters and looks at methods of operation, times, and dates for similarities; builds spreadsheets to assist in plotting data on maps; communicates with law enforcement and exchanges information pertaining to crime trends, patterns, and offenders.

Utilizes cell phone analysis software in conjunction with phone tolls, record subpoenas, cell tower mapping and latitude/longitude GPS based data.

Identifies and isolates evidence on cell phones; develops and finds investigative leads using link analysis.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of Crime/Intelligence Analysis techniques and practices.

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

Considerable knowledge of Microsoft Excel and formulas within Microsoft Excel.

Knowledge of GIS mapping software in order to plot crimes on a map.

Knowledge of Cell Phone Analysis software.

Knowledge of link analysis software.

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 computer software 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.

MINIMUM QUALIFICATIONS

Graduation from a four-year college or university with major course work in computer science, research methods, statistics, criminal justice, public administration or related field and two years of experience in crime research, crime analysis, law enforcement or criminal records maintenance; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.