



DEPARTMENT: Police

NATURE OF WORK:

Collects, analyzes, and provides crime and statistical information to department personnel, County citizens, and other criminal justice agencies. Performs basic research, data collection, analysis, and reporting. Performs three types of crime analysis: tactical, strategic, and administrative. Works within broad policy and organizational guidelines. Independently plans and implements projects. Reports progress of activities through periodic conferences and meetings.

Duties are performed under the general supervision of the Administrative Lieutenant.

ESSENTIAL FUNCTIONS OF THE JOB:

Monitors laws, rules, policy, procedures, and emerging technology in the field of crime analysis to recommend or adopt new or improved processes or procedures.

Acquires, stores, and retrieves data, reports, and other crime related information to and from databases.

Assembles, organizes, and analyzes crime related data to detect trends, patterns, or other information to aid in law enforcement and the prevention of crime.

Prepares tactical analysis, strategic analysis, administrative analysis, and other statistical reports and information for the Chief of Police, Division Commanders, and Administrative Lieutenant on a regular basis.

Assists the Administrative Lieutenant, Division Commanders, and Chief of Police with operations analysis.

Assists law enforcement personnel by providing reports, maps, charts, and other forms of information.

Coordinates with other departments or outside agencies to assist with law enforcement activities by providing crime related information or consultation.

Issues special bulletins, alerts, or other notices to alert law enforcement or others to significant trends or changes in criminal activities or to special hazards.

Attends shift, unit, and division meetings to exchange information as necessary.

Attends in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.

Summarizes, tabulates, or formats data or information in accordance with a prescribed plan.

Speaks informally and formally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations.

Composes original reports and other written materials using proper language, punctuation, grammar, and style.

Gives information, guidance, or assistance to people to directly facilitate task accomplishment.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are generally performed in an office setting; requires travel to training as necessary.

Handles or uses machines, tools, or equipment that require moderate instruction and experience such as computers, telephone, fax machine, copier, calculator, peripherals, GIS, RMS, CAD, and software programs such as word processing, spreadsheets or custom applications.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Through knowledge of the policies, rules, and regulations of the department.

Considerable knowledge of and the ability to read journals, manuals, and professional publications.

Knowledge of the philosophies, theories, practices, and techniques of modern police management and operations.

Knowledge of research methodology and various statistical techniques and the ability to determine the techniques that are most appropriate to the question or situation at hand.

Ability to effectively plan, organize, and coordinate projects dealing with various personnel.

Ability to communicate information of a complex nature accurately, concisely, and clearly in both writing and speech, including public speaking.

Ability to use mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, geometric constructions, algebraic solutions of equations and inequalities, descriptive statistics, and mathematical classifications or schemes.

Ability to apply specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Ability to exercise a high degree of analytical ability, creativity, and initiative and to make recommendations based upon analysis and interpretation of research findings.

MINIMUM QUALIFICATIONS:

Requires 60 college credits, Associate's Degree, or vocational technical degree with an emphasis in law enforcement, information technology, public administration, or closely related fields; and three years of related experience; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Must undergo a thorough background investigation.

May 2005
crimeanalyst.427_062_01

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Crime Analyst Position Number: 427 067 01
Department: Police Division: _____

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others: local, State, and Federal agencies and offices
- Not essential to job function

2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input checked="" type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: lap top computer

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift				✓			✓		
Push/Pull				✓			✓		
Hold/Carry				✓			✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand		✓					✓		
Sit					✓			✓	
Walk					✓		✓		
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and/or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)
- Not essential to job function

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list): _____			