

CRIME ANALYST

JOB PURPOSE AND SUMMARY

Technical work in the development and analysis of data related to various elements of criminal activity including research and analysis, technology, and development of recommendations in the area of crime analysis. In addition, this position recommends and formulates policy and addresses service delivery improvements.

CLASSIFICATION DISTINCTIONS

The key responsibility for this position is to perform a variety of crime analysis tasks for the CCSO. This is a single incumbent position that takes general supervision from the Administrative Sergeant, and is expected to problem solve, respond to complex and unusual community problems, and utilize considerable independent judgment and initiative.

KEY OR TYPICAL TASKS OR RESPONSIBILITIES

- Plan, oversee, and carry out analytical projects; create strategies for addressing policy issues; identify types of products to be produced, matching crime trend and product output required.
- Provide responsible administrative staff assistance, including conducting analysis of criminal activity, repeat offenders, escalation of offenders, and other crime related trends.
- Provide citizens with general and specific information on a wide variety of criminal, civil, and social issues; answer inquiries and receive information and requests for service from citizens by telephone and in person; offer advise, information, instructions, contacts, and referrals to appropriate persons and organizations.
- Gather and analyze quantitative and qualitative crime-related information to generate reports and other documents; prepare summaries, reports, and recommendations.
- Review and categorize, and code all crime reports, additional reports, and field contact reports to extract methods of operation, suspect, and crime trends; perform standard searches for suspect and methods of operation correlation; indicate directed patrol and directed investigation requests when sufficient information exists to justify the request.
- Monitor manual tracking files to establish crime trends and patterns, and disseminate reports to appropriate users; provide technical direction and assistance to managers in the modification/design of tracking and analysis systems.

- Work with CCSO employees and chain of command to identify goals and objectives for specific crime analytical projects; work with Department Managers to gain an understanding of operations, practices and requirements in order to evaluate and recommend improvements in operations.
- Recommend resources and solutions to neighborhood problems and crime problems; act as a resource for Officers.
- Represent CCSO to other County departments, elected officials, outside agencies, and to various citizens and citizen groups.
- Perform general clerical work, including maintenance of appropriate records and compiling information for reports.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

- United States' Citizenship at the time of appointment
- Ability to read and write the English language (required by RCW 41.14.00)
- Valid driver's license at time of appointment
- Have no prior felony convictions and/or recent or excessive drug usage history

Any combination of education, experience, and training which substantially demonstrates the knowledge and abilities listed below. A typical way to acquire the required qualifications for a crime analyst would include analytical experience involving research and reporting of complex data, preferably in law enforcement, social services, or emergency services and the equivalent to a bachelor's degree from an accredited college or university with major course work in criminal justice, computer science, statistics, or a related field.

Knowledge of . . . thorough knowledge of analysis methods, practices, and procedures; basic principles and practices of crime prevention; basic research methods and information sources related to law enforcement/public administration; principles and practices of record keeping; basic principles of public relations; knowledge of statistical methods, including trend analysis; local geography and significant topographical features; local and regional social service agencies and facilities; rules of chain of evidence; available resources and documentation writing procedures and techniques; English grammar, punctuation, spelling and syntax; criminal justice system in the local, state and federal governments; classification of crimes; and crime prevention tactics.

Ability to . . . analyze a variety of information, interpret results, and make recommendations based on these results; make accurate predictions based on trend analysis, including the ability to predict crime patterns; interpret and apply Federal, State, and local policies, procedures, laws, and regulations; respond to situations with the public in a fair and tactful manner; perform duties using good communication and interpersonal skills; establish and maintain cooperative-working relationships with those contacted in the course of work; understand and comply with the rules and regulations of the CCSO; operate a variety of equipment – computer equipment, software application programs and special law enforcement equipment; react quickly and appropriately to citizens' needs in routine or emergency situations; work under stress with accuracy and efficiency; maintain confidentiality of information.

SPECIAL REQUIREMENTS

Ability to pass an extensive background investigation screening processes and lie detector exam.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is performed in office settings, and/or in community settings. The incumbent often encounters highly emotional and stressful situations. Incumbents are expected to respond to these situations by being calm, courteous, constructive and helpful. During unusually strong conflict situations or emotional incidents, the incumbent may seek professional, supervisory or peer assistance.

Revised 7/18/00
Office use: 7/18/00