

## **CITY OF ARCADIA**

### **CRIME ANALYST/ INVESTIGATIVE SUPPORT SPECIALIST**

#### **DEFINITION**

Under general supervision, coordinate day-to-day activities of the Crime Analysis Unit including collecting, compiling, and analyzing data from a variety of sources to identify and evaluate crime series, trends, and patterns; develop reports on crime series, trends and patterns; prepare crime summaries, statistical reports, spreadsheets, charts, maps, diagrams and graphs; performs duties as assigned in support of Investigative and Administrative personnel.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Research, analyze, and collect data from a variety of sources to identify and evaluate crime series, patterns and trends.

Interpret and provide statistical information for department staff members.

Communicate and collaborate with Investigative and Patrol staff to discuss, review, and evaluate crime patterns, trends, and possible intervention strategy for findings.

Develop and prepare crime summaries, statistical reports, spreadsheets, charts, maps, diagrams, graphs and related materials in order to track and present findings related to criminal activity, patterns and trends.

Collect, review, and analyze a variety of internal and external reports in order to determine if offenders can be identified, extra deployment is needed and if preventative measures are necessary.

Prepare predictive summary based on reported statistics, crimes, activity and analysis of typical behavior patterns.

Troubleshoot department use of platforms supporting platforms related to public crime mapping and in-house analytical software.

Prepare and present staff reports.

Testify in court.

Review and respond to information requests, both internally and externally, on behalf of the Crime Analysis Unit.

Review and respond to the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) on local, state, and national crime trends and statistics.

Serve as department liaison to local crime intelligence groups and organizations, as directed.

### **OTHER JOB RELATED DUTIES**

Perform related duties, special assignments, tasks, projects and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Operations, services, and activities of a crime analysis program.

Principles, practices, methodologies, and techniques of crime analysis, crime prevention, law enforcement, and police records processing.

Methods and techniques of statistical research and analysis.

Principles of data collection, collation, analysis, and dissemination.

Uniform Crime Reporting (UCR).

Police records practices and retention laws.

Law enforcement proceedings and the Public Records Act.

Office procedures, methods, and equipment including specialized public safety computer systems and applications.

Principles of business letter writing and basic report preparation.

Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

Track and present findings related to criminal activity, patterns, and trends.

Prepare predictions of criminal activity based upon previous reported activity and an analysis of typical behavior patterns.

Prepare extensive reports, maps, charts, graphs, and other visual aids.

Operate office equipment including computers and supporting crime analysis programs and databases.

Communicate clearly and concisely, both orally and in writing.

Perform statistical research and analysis.

Compile and interpret statistics.

Analyze various crime data and develop analytical reports.

Effectively represent the department to outside individuals and agencies to accomplish the goals and objectives of the Crime Analysis Unit.

Demonstrate an awareness and appreciation of the cultural diversity of the community.

Use independent judgment and make sound decisions consistent with policies and procedures.

Respond to general requests and inquiries from the public providing effective customer service.

Establish and maintain effective and cooperative working relationships with those contacted in the course of work.

Work cooperatively with other departments, City officials, and outside agencies.

**Minimum Qualifications:**

**Experience:**

Three years of administrative and analytical experience, preferably within a local government environment; experience in crime analysis and a background in law enforcement is highly desirable.

**Training:**

Equivalent to an Associate's degree with major course work in business administration, social science, public administration, administration of justice, criminology or a related field. A Bachelor's degree from an accredited college or university in the above-mentioned fields is highly desirable.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 25 lbs.; work in a standard office environment; ability to travel to different sites and locations; availability for shift work, on-call, or standby.

**Effective Date:** July, 2002

**Revised:** January, 2013