

CITY OF MILPITAS
Effective: 02/01
Revised: 08/18
EEOC: Professional
Unit: Mid-Management
Confidential
FLSA: Exempt
Physical: 6

CRIME ANALYST

DEFINITION

Under general supervision, performs a variety of administrative and analytical assignments related to crime research for the purpose of increasing effectiveness in law enforcement operations; aid in the deployment of resources; coordinate crime analysis activities with Federal, State, and local agencies; and, perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Receives general supervision from the Police Command Staff and is assigned complex projects requiring independent analysis. Makes recommendations related to matters of significance to the department. This is a journey level, single position, and non-public safety classification in the Police Department.

SUPERVISION RECEIVED AND EXERCISED

May supervise volunteers and/or interns.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Collect, prepare, analyze, and disseminate information relevant to actual and anticipated criminal activity.
- Conduct research and analytical studies such as suspects, incidents, and crime patterns.
- Respond to requests for crime analysis information relating to specific investigations.
- Prepare crime information in the appropriate format to individuals and groups through written reports, charts, and graphs, etc.
- Provide crime information for administrative, investigative, and patrol tactical level use.
- Maintain manual and automated systems for storage and retrieval of crime information.
- Testify in court.
- Train volunteers and interns.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of research analysis including statistical and data analysis.
- Law enforcement and criminal justice systems and organizational concepts of police departments.
- Laws applicable to record keeping and dissemination of restricted information.
- Computer systems including applications and software.

Ability to:

- Learn the necessary laws, policies, procedures, databases and general orders associated with this position.
- Analyze data and prepare technical reports; use computer systems, including creating, maintaining, and accessing database files.
- Prepare statistical charts, graphs, and exhibits.
- Establish and maintain effective working relationships with those contacted in the course of business.
- Communicate effectively, both orally and in writing.

EDUCATION AND EXPERIENCE

Any combination of relevant experience, education, and training that will satisfy the required knowledge, and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

A Bachelor's degree from an accredited college or university with major coursework in Criminal Justice, Business Administration, Public Administration, Statistical Analysis, or a related field is highly desirable.

Three years of experience performing data analysis with written evaluations and projections in criminal behavior or social science fields is highly desirable.

LICENSES AND CERTIFICATIONS

Possession of a Department of Justice Crime and Intelligence Analyst certificate is highly desirable.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment:

- Work in an office environment with sustained posture in a seated position for prolonged periods of time.
- Read or see objects under artificial lighting; hear normal speech.
- Speak clearly to be understood by others either directly or through radio or telephone transmission.

Approved by:

Director of Human Resources

Date

City Manager

Date