



SHERIFF'S CRIME ANALYST

DEFINITION

Under direction, gathers, categorizes, and analyzes narrative and statistical data pertaining to past and current criminal activity; prepares and disseminates reports and recommendations pertaining to existing and anticipated criminal activity to sworn personnel, in order to increase the effectiveness of patrol deployment, crime prevention, and the apprehension of suspects; provides administration with statistical analysis using records management, dispatch and jail databases; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a fully qualified, journey-level, non-sworn classification responsible for performing professional-level crime analysis duties. Incumbents are responsible for collecting, analyzing, and evaluating criminal intelligence data, preparing and providing reports and crime mapping analysis, utilizing specialized law enforcement databases and software, and crime reports. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Performs tactical crime analysis through the systematic examination of daily crime reports in order to determine the location, time, and special characteristics to identify patterns of criminal activity.
- Conducts strategic crime analysis by identifying crime patterns and trends; analyzes long-term crime patterns and trends using probability studies and complex statistical analyses such as random samplings, correlation, and regression analysis; develops and tests hypotheses; develops victim and suspect profiles (e.g., physical or vehicle description profiles); forecasts future criminal activity.
- Performs administrative crime analysis through the preparation of reports to assist in operations and management of personnel and the deployment of resources for the prevention and suppression of criminal activity; utilizes economic, geographic, social and other data analysis to provide administration with trending forecasts.
- Develops crime-mapping analysis of geographic data utilizing Geographic Information Systems tools.
- Maintains working support level knowledge of all crime related computer systems and develops proficiency in the use of all crime analysis tools, hardware, and software.
- Provides user administration and support for regionally utilized crime analysis and research tools.
- Coordinates data element definitions and data entry methods with Sheriff's Office personnel and software developer(s).
- Provides training to deputies and other Sheriff's Office personnel as required to enhance data collection, analysis, and use of crime related data, and to enhance the integrity of data collected.
- Develops and documents procedures for analysis and production of all crime analysis reports; ensures reports are produced timely and in a format that will be most usable by management supervisors and other Sheriff's Office personnel; maintains report files for historical reference.
- Makes written and oral presentations, often using charts and graphs, to inform the public, non-sworn and sworn staff of emerging or existing crime series, patterns, and trends, as well as suspect and victim profiles.

- Creates and maintains good working relationships with those contacted in the course of work, Sheriff's Office staff, County staff and the public.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, procedures, and terminology used in law enforcement and corrections work.
- Basic functions of law enforcement agencies.
- Court procedures and operations.
- Modern principles, practices, procedures, and terminology used in law enforcement and crime prevention, including patrol, criminal investigation, and related peace officer and detective duties.
- Functions, authorities, and organization of other departments and agencies involved in identification, investigation, and prosecution of criminal cases.
- Principal and practices of intelligence data and relationship of patterns relating to crime areas.
- Rules of evidence pertaining to search and seizure, and the identification, marking, preservation, and presentation of evidence.
- Information technology systems, including application development and support, and system administration.
- Techniques and methods of research, probability, statistical analysis, theoretical and factual criminal and offender information.
- Principles, practices, and techniques of providing customer service.
- Business letter writing and report preparation techniques.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Working knowledge of social media sites and their capabilities (e.g., Facebook, Twitter, Snapchat, Instagram, etc.)
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Coordinate computer resources for programming, processing, and retrieving crime statistics.
- Analyze a variety of criminal information received from various sources.
- Formulate theories regarding criminal trends, patterns, and perpetrators.
- Collect and evaluate criminal intelligence information to develop reliable criteria.
- Testify in court.
- Read and interpret maps and other geographic information systems.
- Prepare detailed and complex written reports demonstrating criminal trends.
- Identify crime patterns related to specific geographical areas.
- Effectively operate a computer, telecommunications systems, and peripheral equipment.
- Prepare clear and concise reports, correspondence, documentation, and other written material.
- Train others in data collection requirements and in the application and use of the information provided.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Effectively represent the Sheriff's Office and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to a bachelor's degree from an accredited four-year college or university, with major coursework in computer science, statistics, criminal justice, public or business administration, or a closely related field;

AND

Two (2) years of experience in criminal investigation or analytical research in a law enforcement related agency.

Licenses and Certifications:

- Possession of a valid Driver's License and maintain a satisfactory driving record.
- Possession of a Certified Crime and Intelligence Analyst (CCIA) Certificate by the Department of Justice is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various County and meeting sites; vision to read printed material and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. The job involves occasional fieldwork requiring walking on uneven terrain. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work indoors and on occasion outdoors, and can be exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions.

WORKING CONDITIONS

Must be willing to work emergencies and on evenings, weekends, and holidays. Must be able to pass a thorough background investigation.