

SENIOR CRIME AND INTELLIGENCE ANALYST

DEFINITION

Under general direction, performs a wide variety of professional and administrative research and analysis of criminal justice information and activities and assists in the coordination and utilization of the police systems. In addition, this position conducts staffing utilization and allocation studies; plans, conducts, and evaluates departmental programs; trains police personnel on crime analysis and criminal apprehension; provides training on the use of tracking systems; prepares technical staff reports, and makes departmental and public presentations.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey professional single classification specializing in analyzing criminal justice information and activities and converting raw data into valid criminal intelligence information. Work in this class is distinguished from that of the Crime and Intelligence Analyst by the greater complexity of assignments received and by the greater independence with which the Senior Crime and Intelligence Analyst is expected to work, exercising considerable initiative and independent judgment in the performance of their work. It is expected that the full range of duties be performed independently and without close supervision.

SUPERVISION RECEIVED

Receives general direction from a Police Lieutenant or other designee as assigned.

SUPERVISION EXERCISED

Provides technical and function direction to assigned lower level staff including volunteers and temporary employees.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Selects input data and appropriate software for retrieval of data, develops and maintains large computerized databases, and maintains special files by pre-coding and performing audits.

Assists in planning and organizing work within the Crime Analysis Unit including development of the budget.

Studies current literature on research methodology and police issues, and makes appropriate recommendations for improvements in crime intelligence and analysis practices.

ESSENTIAL DUTIES (continued):

Assists with training employees and directs the work of assigned staff.

Maintains information on sex offenders and registrants, narcotic and arson offenders, parolees and individuals on probation.

Maintains liaison with parole, probation, the Department of Justice, and other police agencies at the local, state, and federal levels.

Researches, gathers, compiles, and prepares a variety of Uniform Crime Reports (UCR) data from criminal offense reports, arrest reports, and intelligence information.

Assists in the preparation of the Police Department's monthly, quarterly and annual reports.

Researches and reports statistical crime data using software to produce a variety of reports.

Monitors crimes, identifying trends of criminal activity, and flagging hot spots.

Coordinates intelligence information on various organized crime groups to local, state and federal law enforcement agencies, coordinates major case management including but not limited to money laundering, phone and utility toll analysis, link analysis and analysis of financial records.

Reviews, interprets and corrects flow charts and error conditions.

Reviews bulletins for dissemination to operational units within the police department.

Meets with citizen groups and organizations improving community relations and crime prevention awareness.

Gathers intelligence information for the Patrol, District Command and Investigations Units.

Develops crime/suspect and suspect/crime correlations and target profile analysis.

Responds to requests for analysis of specific and general crime activity for administrative, investigative, and patrol tactical level use.

Provides recommendations for resource deployment to Watch Commanders and Command Staff.

Furnishes support data for various programs such as crime prevention, truancy abatement, and grant programs.

ESSENTIAL DUTIES (continued):

Contacts and consults with various agencies with purpose of obtaining intelligence information or gaining referrals to fulfill requests.

Coordinates with and acts as the direct liaison with the Department of Justice.

Coordinates the planning, preparation, and teaching of various informational courses to officers and other police department employees.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Informational needs and objectives of police officers and other users of statistical crime data and knowledge of the organizational concepts of police departments, law enforcement, and the criminal justice system.

Variety of automated law enforcement systems and software used to compile and analyze data and prepare reports.

Database administration and design.

Basic administrative research, analysis, and statistical methods.

Methods of report writing.

Recordkeeping principles and practices.

Basic English grammar, spelling, vocabulary, punctuation, sentence construction.

The necessary laws, policies, procedures, databases, and general orders associated with this position which may include but are not limited to: the Automated Warrant System, California Law Enforcement Telecommunication System, National Crime Information Center, Criminal Identification and Information, Juvenile Information System, Regional Crime Analysis Program, Western States Information Network, Coplink, Smart Justice System and Violent Crime Information Network computer databases.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to:

Establish and maintain effective working relations with others and exemplify an enthusiastic, resourceful, and effective service attitude with co-workers, outside law enforcement agencies, the public, and others contacted in the course of the work.

Schedule, assign, and train assigned staff including volunteers and their work.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Communicate clearly and effectively both orally and in writing and present clear and concise reports verbally and in writing.

Think logically, follow and apply detailed instructions, alter priorities in response to changes, work under stressful or changing conditions, organize, prioritize, and perform multiple tasks to complete job functions in an orderly and efficient manner.

Recognize developing criminal activity patterns.

Memorize, retain, and accurately recall information.

Resolve difficult operating problems in using varied computer information systems and software.

Interpret, research, analyze, and distribute information from charts, graphs, maps, tables, etc. in an effective manner.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four (4) years of professional experience, two (2) of which must be at the journey level, involving data analysis and evaluation for the implementation of programs in the criminal behavioral or social science fields.

EXPERIENCE AND EDUCATION (continued):

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work and experience in public or business administration, criminology, police science, behavioral science, social science, or a closely related field. A Master's Degree in a related field is desirable. Any recent training such as academic courses and certification programs relevant to this job classification is desirable.

License and Certificates:

Possession and maintenance of a valid Class C California Driver's License. Possession of Professional Certification in the Crime Analysis field.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. .Willingness and ability to: work holidays, weekends, scheduled and emergency overtime, and on-call as required; attend meetings, conferences and seminars during work and non-work hours that may require travel, and comply with departmental grooming standards. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

June 2015

AAP Group: 4

FPPC STATUS: Designated

FLSA STATUS: Exempt