

CITY OF BEAVERTON

Crime Analyst

General Summary

Perform a variety of analytical support related to crime and criminal intelligence in support of the Police Department.

Key Distinguishing Duties

Overall responsibility for analyzing crime data to enhance the effectiveness and efficiency of law enforcement resources, programs, and performance measurements.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Develop, use and maintain advanced information system applications and databases in regard to crime analysis and reporting; audit and maintain quality control of crime analysis data through accurate data documentation.
2. Perform complex statistical analysis on data; prepare analytical and statistical reports, charts, graphs, maps, bulletins, and other written reports. Coordinate with department and City staff.
3. Conduct regular analysis of crime incident data collected from police reports, computer aided dispatch information, law enforcement publications, media, or other sources to identify current and future crime patterns and trends. Evaluate the reliability of source information.
4. Compile and analyze information from various sources (including other law enforcement agencies and databases) on crime and criminal intelligence to identify patterns, "hot spots," crime trends, and the mode of operation of potential suspects.
5. Formulate theories regarding crime trends, patterns, perpetrators; develop hypothetical links between crime trends, criminals, and crime groups.
6. Provide analytical support to investigations of criminal activity which may include link charting, flow charting, event charting, phone toll analysis, use of the City's GIS systems, or other forms of visual investigative analysis to illustrate trends in the types of crimes being committed in particular areas.
7. Prepare a variety of analytical reports and recommend preventative deployment and/or investigative direction. Prepare requisite crime analysis reports as directed.
8. Provide neighborhood-based crime statistics and other pertinent information to the community. Respond to citizen inquiries and requests for crime data and information within established timelines.

9. Analyze and collect information and data to project future crime trends and long term strategy to meet community's public safety needs.
10. Conduct police department training on crime analysis tools and databases.
11. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met. Uphold the department's community oriented policing philosophy.
12. Produce an acceptable quantity and quality of work that is completed within established timelines.
13. Serve as a model for accomplishing City's vision and goals. Model and promote an environment that supports the highest quality results. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
14. Represent the City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
15. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, coworkers and the general public.
16. Follow standards as outlined in the Employee Handbook.
17. Participate in the City Emergency Management program including classes, training sessions and emergency events.
18. Support and respect diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- Advanced knowledge of techniques, methods, and procedures of conducting crime analysis and research, including collecting data, performing statistical analysis, and preparing reports.
- Advanced knowledge of computer database structure.
- Advanced knowledge of research methodologies.
- Working knowledge of practices and principles of crime analysis and law enforcement.
- Working knowledge of the laws and regulations governing crime analysis and law enforcement.

- Working knowledge of strategic planning methods with an emphasis on services related to crime analysis.
- Basic knowledge of practices and principles of public/business administration practices and decision-making.
- Basic knowledge of public purchasing and contracting laws and regulations.

Skills/Abilities Required

- Advanced skill to compile, organize, analyze, and present statistical and factual information derived from a variety of original and secondary sources.
- Advanced skill in use of personal computers and applicable crime analysis and database software to analyze, illustrate, and map a variety of statistical data.
- Ability to efficiently identify and document crime series and patterns.
- Strong skill in conceptual analysis and policy/program development and implementation. Ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- Ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- Ability to apply excellent internal and external customer service skills.
- Ability to communicate effectively both verbally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- Ability to make presentations and develop reports that may include technical information.
- Ability to properly and efficiently use word-processing, spreadsheet, and other application software as required for position.

Minimum Qualifications Required for Entry

Bachelor's degree in criminal justice or a related field, and 3 years' experience in criminal justice or crime prevention; or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

Positions in this classification are required to possess a valid driver's license and meet the City's driving standards. Successful completion of Law Enforcement Data System (LEDS), National Crime Information Center (NCIC), Criminal Justice Information Systems (CJIS) certification required within one month of hire.

Working Conditions

Regular focus on a computer screen for two plus hours at a time; daily use of a keyboard or similar device; occasional lifting, moving or carrying objects between 20 and 50 pounds; occasional crouching, bending, or kneeling.

Classification History

As of 10/97: Police/Crime Analyst

Revised: 12/07

New class specification title 1/98: Crime Analyst

Revised: 11/04, 01/09, 4/15

Status: M3

FLSA: Non-Exempt

Department Head Signature

Human Resources Signature

Date

Date