

CRIME ANALYST

A. SUMMARY

Crime analysis involves the application of analytical methods to crimes and other police-related matters for the purpose of providing information that can enhance the effectiveness and the efficiency of officers in the performance of their duties. Information obtained by analyzing criminal and other data will be used to support management and operational personnel in developing agency tactics, strategies, and long-range plans.

The Crime Analyst is responsible for gathering and analyzing data, evaluating patterns and trends, and compiling and disseminating intelligence. The crime analyst will work with the various divisions within the Department, as well as, with neighboring jurisdictions to gather and evaluate this data. Crime mapping and analysis software will be used to identify and analyze patterns, series, trends and hotspots.

B. GENERAL DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of a Crime Analyst to:

1. Gather and analyze data and evaluate patterns and trends. Review and report on findings to the Chief of Police. Data sources may include, but are not limited to, the Department's record management system, incidents, arrests, field interviews, and STAR entries.
2. Compile, publish and distribute a regular bulletin to the Department in an email or bulletin. This email/bulletin will include a selection of the following items, as appropriate:
 - a. Special attentions/crime alerts
 - b. Warrants, retraining orders, and no trespass orders
 - c. Current trends, patterns and hot spots
 - d. Crime updates
 - e. Intelligence from other agencies
 - f. Arrests with booking photos
 - g. Court cases
 - h. Photos of most wanted
 - i. Police related news and information
3. Produce administrative and special reports, as assigned.
4. Research, compile and disseminate intelligence between divisions and with neighboring jurisdictions.
5. Research funding opportunities and assist with grant applications

6. Prepare incident reports for the media and assist the Department Media Liaison with related activities.
7. Prepare and provide presentations, as assigned, to Department personnel, community groups, etc.
8. All other related duties as assigned by the Chief of Police.