

**DOUGLAS COUNTY  
SHERIFF S OFFICE**

**JOB TITLE:** CRIME ANALYST UNIT SUPERVISOR

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**Exempt:** Yes

**Pay Grade:** E405

**Approved/Reviewed By:** Sheriff Darren Weekly

**Job Type:** 4058E

**Department:** Office of the Sheriff

**Date:** 03-01-23

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**General Duties:** The purpose of the Crime Analyst Unit Supervisor position is to oversee the Crime Analysis Unit which conducts tactical, operational, intelligence, strategic, statistical, and administrative analysis of pertinent law enforcement data. The Crime Analyst Unit Supervisor participates in the selection and hiring of crime analysts, provides training plans, acts as a mentor, and evaluates analysts' performance and goals. To this end, the Supervisor assesses analysts' technical and analytical abilities/deficiencies and may provide or suggest training to enhance or improve skills. The Crime Analyst Unit Supervisor consults with and provides top-level management with data analysis and/or statistics necessary to inform organizational planning and drive decision-making processes and makes recommendations to improve operations and services related to police data and analysis. The Crime Analyst Unit Supervisor works to develop and grow the unit's data analysis capabilities with a focus on innovation and adoption and/or adaptation of techniques and technologies. Advancements in crime analysis functions, solving crimes, as well as efficiency in current and future data collection, enriches the Crime Analyst Unit, the Douglas County Sheriff's Office, and the citizens it serves.

**Supervision Exercised:** Responsible for the Crime Analysis Unit (CAU).

**Supervision Received:** Works under the general supervision of a Sheriff's Office command-level manager. *Investigations Division Chief.*

**Essential Duties and Responsibilities:**

- Supervises, trains, mentors, and evaluates the team of Crime Analysts in the performance of their duties to ensure they are meeting performance standards.
- Must be highly capable and will need to perform all the duties and responsibilities of a DCSO Crime Analyst (E410/4126E).
- Reviews, approves, and produces crime analysis work products such as crime bulletins, situation reports, maps, charts, assessments, and special ad-hoc projects.
- Promotes information sharing among analysts assigned to Investigations, as well as with outside law enforcement agencies.
- Identifies and coordinates analyst training to enhance analytical skillsets.
- Ensures analysts have a working knowledge of the various analytical software programs and systems.
- Performs administrative duties to ensure analysts are in compliance with office policies and procedures.
- Participates in or oversees the more complex phases of analytical work or special projects with

time-sensitive deadlines.

- Provides direct support to ongoing investigations by providing case management assistance, investigative analysis, and critical front-line intelligence support.
- Serves as crime and/or intelligence analysis subject matter expert to sworn office personnel and outside law enforcement agencies.
- Assists detectives with specialized case investigation and analysis to include the Cold Case Unit.
- Drive to any location in Douglas County to perform job-related essential functions.
- Schedules/Hosts meetings and provides input based on expertise and observations.

### **Minimum Qualifications:**

- A bachelor's degree from an accredited college or university, five (5) years of experience as a crime analyst or similar work is required, or an equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills, and ability to successfully perform the essential functions of the job will be considered.
- Three (3) years of law enforcement experience in a local, state, or federal law enforcement agency or a similar environment is preferable.
- One (1) year of supervisory experience (in a law enforcement role is preferable).
- Must have demonstrable skills in computer applications including Word, PowerPoint, Excel, and other frequently used programs used in the criminal justice field.
- Demonstrate effective written and verbal communication skills.
- Ability to write reports, business correspondence, and procedural manuals.
- Must have excellent interpersonal skills and the ability to demonstrate diplomacy and credibility when interacting with others.
- Must hold a valid Colorado Driver's License.
- Must pass a law enforcement background check, including drug testing, polygraph examination, psychological examination, and medical examination.

### **Special Requirements:**

- Knowledge of the principles and practices of modern supervisory methods including hiring, terminating, conducting employee performance evaluations, and other functions of a leadership role.
- Knowledge of law enforcement operations and procedures.
- Good physical and mental condition.
- Ability to critically evaluate information from multiple sources and determine the importance and limitations of each piece of information.
- Ability to draw inferences and apply inductive and deductive logic in the analysis of criminal activities.
- Ability to efficiently operate computer equipment, including word processing, spreadsheet, database, graphics software, visualization tools, and other analytical programs.
- Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest, or unethical behavior.
- Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.
- Due to the nature of the job, work product is frequently subject to the review and scrutiny of

multiple command-level managers as well as the general public. Member must be able to prioritize CAU tasks to meet deadlines and manage workload independently, have a high level of initiative, and function without immediate supervisory review.

- Certification as a Certified Law Enforcement Analyst through the International Association of Crime Analysts is preferred.
- Demonstrates responsible behavior and attention to detail.

### **Essential Functions:**

#### **Policies and Procedures**

Demonstrate working knowledge of and compliance with all the Sheriff's Office policies, procedures, and other associated directives.

#### **Emotional Abilities**

Controls personal emotional responses and acts appropriately under high individual and group stress levels—the ability to work while remaining calm and effectively communicates under pressure and unusual circumstances. Demonstrates sensitivity to others' feelings, listens with empathy towards others, and displays compassion to those in distress. Controls individual aggressive responses and acts in a manner designed to calm volatile persons.

#### **Mental Abilities**

Applies reason and logic rapidly when under physical, emotional, and intellectual stress. Comprehends, processes, and retains relevant new information quickly and accurately. Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

#### **Physical Skills**

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. While performing this job's duties, the employee is regularly required to sit; use hands; talk and hear; see and read paper documents and documents or presentations on a computer screen. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift, move, or both up to 50 pounds.

#### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position requires some availability outside of regular working hours to respond to requests from authorized staff. While performing the duties of this job, the employee may be occasionally exposed to outdoor weather conditions. Work is primarily performed indoors in a carpeted and climate-controlled office environment with fluorescent lighting and moderate noise levels; however, the job performs some work in the field, including the potential for long-term assignment to different work locations. Work with smartphones or laptops for a prolonged period may be required. Daily work frequently is disrupted by the need to respond by telephone or a computer program such as email or video conferencing.

**Travel**

This position may require travel to various meetings or training in and out of state as needed.

**Social Skills**

Establishes and maintains effective relationships with subordinates, peers, supervisors, others in task forces, law enforcement personnel, vendors, and the public. A positive attitude and actions toward teamwork are required.

**Verbal/Language Skills**

Speaks English clearly and converses effectively with persons of divergent ethnic, cultural, and educational backgrounds. Ability to read, analyze, and interpret studies, reports, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to present information and respond to questions.

**Testimony**

Must be able to provide credible testimony in a court of law (local, state, or federal) or any other legal proceeding or investigation.

**Note:** The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not intended to be all-inclusive.

**Other:** In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.