

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: CRIME ANALYST

Exempt: No

Job Type: 4126E

Pay Grade: E410

Department: Office of the Sheriff

Approved/Reviewed By: Sheriff Darren Weekly

Date: 01-10-23

General Duties: Performs the following four types of crime analysis: tactical, strategic, administrative, and intelligence. Performs in-depth, systematic, analytical processes to provide timely and pertinent information regarding crime patterns, crime trends, and crime series. Provides analytical case support on individual cases and other long-term crime problems. Assists Office staff in the development, implementation, and evaluation of special projects and current Office performance. Prepares statistical analysis and conducts additional research as requested.

Supervision Exercised: None.

Supervision Received: Works under general supervision of the Crime Analyst Unit (CAU) Supervisor.

Examples of Duties and Responsibilities:

- Receives and analyzes selected data from crime reports and CAD data.
- Determines patterns of criminal activity.
- Provides research and analysis to Sheriff's Office personnel in preparation for presentations, meetings, and policy development, prepares and publishes crime analysis bulletins, reports, and recommendations to include graphs, maps, and charts.
- Communicates information regarding criminal activity to outside law enforcement agencies, government agencies and officials.
- Performs statistical analyses and research for special projects or reports.
- Experience using Microsoft Office Suite, Google apps, mapping programs such as Google Maps/Earth, NCIC/CCIC, Lumen, CAD, RMS, JIMS, and various law enforcement-specific software such as LexisNexis' Accurint Virtual Crime Center, and the Office Records Management System(s).
- Assists in suspect identifications and conducts lawful and procedurally correct record checks on individuals, vehicles, license plates, weapons, etc. using various computer systems including the NCIC/CCIC, Lumen, license plate readers, public records, etc.
- Maintains close working partnerships with various local, national, and international crime and intelligence analysis units, groups, and associations to further develop and share crime and intelligence information. Maintains a high level of proficiency in crime analysis by partnering with local and national professional associations.

- Works closely with all the areas of the Sheriff's Office to provide timely crime

- analysis information and provides insight and understanding into patterns of criminal behavior that supports future-oriented and proactive operational decisions.
- Supports and assists detectives and deputies directly by compiling and analyzing confidential information regarding complex criminal investigations. In doing so, the position helps identify, investigate, and prosecute criminals through research and dissemination of information.
 - Participates in the research, recommendation, and development of job-related computer programs.
 - Attends meetings and provides input based on expertise and observations.
 - Have the ability to prioritize work, meet schedules and timelines, read and interpret maps and other geographical information, present conclusions clearly and concisely, develop quickly to the ability to make independent judgments, understand and follow oral and written directions, and function with some supervision.
 - Perform additional administrative duties as determined by the CAU Supervisor.

Minimum Qualifications:

- A bachelor's degree from an accredited college or university, three (3) years of experience as a crime or intelligence 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.
- One (1) year of law enforcement experience in a local, state, or federal law enforcement agency or a similar environment is preferable.
- Must have demonstrable skills in computer applications including Word, PowerPoint, Excel, and other frequently used programs used in law enforcement operations.
- 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:

- Demonstrates the knowledge and ability to operate computer equipment and software applications related to assignments including developing a mastery of new software or equipment as assigned. Intermediate to advanced abilities to operate Windows-based computer programs, including word processing, Excel spreadsheets, database software applications, and specialized computer systems and applications that support the law enforcement function.
- Maintains the confidentiality of all law enforcement case material and information at

- the appropriate classification levels.
- Applies a variety of statistical methodologies and geographical analysis techniques to collect, refine, and interpret complex and technical data to produce and present related reports.
 - Testifies in court as required.
 - Demonstrate a high degree of emotional intelligence and self-control in the work environment and show respect for all personnel without exception.
 - May be assigned to work at both DCSO Headquarters and/or DCSO Highlands Ranch Substation (HRSS). Must be flexible with reporting locations, workdays, and hours.

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 the CAU Supervisor or other 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 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 that 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.