

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Crime Analyst
FUNCTIONAL AREA: Police Department

WORK OBJECTIVE:

Under general direction, the purpose of the position is to analyze, review, categorize, and disseminate crime data and criminal trends. Employees in this classification perform at technical/professional level. Position is accountable for receiving, analyzing and collating raw criminal data and producing accurate trends, reports, and information to assist with crime prevention. Work includes analyzing, preparing and submitting findings as directed.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Reviews and analyzes pertinent facts on occurrences such as geographic location, time and modus operandi information through the use of crime maps and reports. Prepares and reviews statistical recapitulations of facts to determine common attributes and detect crime patterns. Analyzes crime and incident reports to identify patterns or trends of reported crimes.
- Maintains career criminal files, suspect/vehicle files, M.O. files and others to provide the sworn officers with information on possible suspects and correlations between crimes and suspects.
- Utilizes software applications for data analysis and records maintenance; prepares monthly Crime Maps for Web page.
- Provides in-depth victimization profile analysis of victimized persons and/or premises by specific geographic area to determine target profiles of possible future criminal occurrences.
- Predicts short-range details of possible future occurrences such as time and location of future crime events through examination of crime incidents, crime patterns, suspect correlations and target profiles. Identifies crime surges or unexpected increases in crimes by preparing and monitoring regular recapitulations.
- Prepares statistical analysis reports on crime incidents by type, area and/or time, to forecast crime trends in which long-term police action may be appropriate. Predicts crime volumes in time domain, such as time of day, day of week, based on the historical crime data using statistical methods and techniques.
- Provides input regarding the optimal use and allocation of available staffing for patrol and investigation.

Crime Analyst

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Criminal Justice or Police Science and experience in research, statistical analysis and forecasting; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Considerable knowledge in pre-established City and CSPD policies, procedures and ordinances.

Considerable knowledge of techniques used for research, statistical analysis and forecasting.

Ability to understand and follow written and oral instructions.

Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to work independently with minimal supervision.

Ability to analyze facts and data and present it in a logical format to provide investigative leads.

Ability to express ideas clearly and concisely both orally and in writing.

Ability to establish and maintain effective working relationships with other department members, members of other police agencies and the general public.

Skill in reading, updating, analyzing and maintaining various records and files.

Skill in clearly communicating information both verbally and in writing.

Skill in operating a computer terminal for entry and retrieval of data for research purposes.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

ENVIRONMENTAL REQUIREMENTS:

Most work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

Some tasks are performed in outdoor environments and include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. These tasks may include working in and around moving vehicles and associated vehicle/equipment areas, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.